



Financial Aid Book Voucher Request

Student Information

Student Full Name (Print)	Student ID#	Quarter/Year
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A. Based on your financial aid status you may be eligible for a book voucher to assist with the purchase of your books and supplies from the Humphreys University Bookstore. You must meet all of the following conditions to be considered for a Financial Aid Book Voucher.

1. You currently are in compliance with Humphreys University's Satisfactory Academic Progress Requirements.
2. You have a current financial aid award offer in place.
3. The amount of financial aid (grants, scholarships and accepted loans) exceeds the charges on your student account by the amount of the book voucher request.

B. Book voucher request amount: \$

C. Book voucher request number: First Request **Second Request **Third Request

**Please explain your reason for this request: _____

D. If your book voucher is approved you need to be aware of your responsibilities under these conditions:

1. Book voucher approved by the Financial Aid Department will be available for use within 2 business days.
2. The book voucher is not to exceed the authorized amount.
3. The amount of the actual charges from the authorized book voucher will become part of the outstanding balance you owe to Humphreys University for the quarter in which the book voucher is issued.
4. Your Humphreys University student account balance, including the amount of the actual charges from the authorized book voucher, will be paid in full utilizing the first available financial aid funds until balance is paid in full.
5. Books purchased with a book voucher are subject to the Humphreys University Bookstore Return Policy.
6. You understand and agree in accepting this Financial Aid Book Voucher that failure to pay your tuition, fees, books and supplies charges from the authorized book voucher when due may result in a Fiscal Office hold for future registration, transcript privileges and final grade reports. In addition, delinquent accounts including a collection fee, may be referred to a collection agency following written notification to you.

Student Certification

I certify that I have read and understand the requirements and my responsibilities as outlined on the Book Voucher Request. I am aware that submitting this form does not guarantee approval.

Student signature	Date
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Financial Aid Use:

APPROVED - Date Book Voucher generated: ____/____/____

DENIED - Reason: _____

Date reviewed: ____/____/____ Commented in PowerFacts Determined by: _____