



ADMINISTRATIVE POLICY

Federal Pell Grant 7.4

Disbursement for Books & Supplies (Book Vouchers)

POLICY STATEMENT

NSC will make available to all students with an anticipated credit balance from all sources of financial aid a voucher against this balance for use in the NSC Bookstore until the last day of the add/drop period for the semester.

The student must meet all of the following conditions to be considered for a Financial Aid Book Voucher for use within the NSC Bookstore:

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

The maximum amount for which a book voucher will be approved is as follows:

- 1-5 credits \$125
- 6-8 credits \$250
- 9-11 credits \$375
- 12 or more credits \$500

Students must submit the Book Voucher Request Form no later than close of business on the Friday following the first day of the semester and agree to the following provisions:

- 1) Book vouchers will be valid from the date of issuance until the end of the add/drop period for the semester. Any unused funds will be credited back to the student's account within 30 days of the expiration date.
- 2) The book voucher is for a designated amount based on the student's enrollment level and expected financial aid refund.
- 3) The amount of the book voucher will become part of the outstanding balance the student owes to NSC for the semester in which the book voucher is issued.
- 4) The student's NSC account balance, including the amount of the student's book voucher, will be paid in full utilizing the first available financial aid funds until balance is paid in full.
- 5) If the student's financial aid does not pay the balance on the student's account (including the student's book voucher total) within the first 28 days, the student's balance must be paid in full on or before the 30th day following the first day of the semester. The student is responsible for paying the NSC bill in full, including the book voucher obligation.
- 6) Books purchased with a book voucher are subject to the NSC Bookstore Return Policy.
- 7) The student understands and agrees in accepting this financial aid assistance book voucher that failure to pay tuition, fees, and book voucher balance when due may result in:
 - administrative drop from courses,
 - an official fee hold for future registration, transcript privileges and final grade reports, and
 - a 10% penalty fee on the amount due.

In addition, delinquent accounts may be referred to a collection agency following written notification to the student.

REASON FOR POLICY

This section is required 34 CFR 668.164(i)

FORMS/INSTRUCTIONS

Book Voucher Request Form can be found on Financial Aid website on the Forms page.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Primary Contact(s)	Anthony Morrone	702-992-2156	Anthony.Morrone@nsc.edu
Subject	Jenna Eastman	702-992-2155	Jenna.Eastman@nsc.edu

HISTORY

Updated July 9, 2014