



2022-23 BOOK VOUCHER RELEASE FORM

Financial Aid Office & Campus Bookstore

4240 Campus Drive Lima, OH 45804 | (419) 995-8802 | Fax (419) 995-8112 | FinAid@RhodesState.edu | www.RhodesState.edu

The Rhodes State College Financial Aid Office, together with the Campus Bookstore, has developed the following guidelines for students who are eligible for and wish to use their excess financial aid toward their book & supply purchases:

1. **Before you can use your voucher, your financial aid eligibility must be finalized.** This means that you have completed and met all eligibility requirements (verification, loan counseling, etc.) and have excess funds available, after your tuition and fees are paid.
2. **You MUST sign the release below and return it to the Financial Aid Office one (1) business day prior to using your voucher.** No vouchers will be available unless the Financial Aid Office has this form with your signature and all financial aid requirements have been met.
3. **You DO NOT need to visit the Financial Aid Office prior to purchasing your books,** unless you would like to check your voucher amount or have questions about your federal aid.
4. **Withdrawing from a course(s) may reduce your eligibility for financial aid.** This may cause a reduction of your financial aid awards and may result in you owing a balance for your tuition and fees and/or your bookstore charges. If such is the case, you will be required to pay for those charges out-of-pocket.
5. **If your financial aid eligibility changes,** the Financial Aid Office requires one (1) business day to confirm your status and provide the updated information to the Bookstore.
6. **To use your voucher, you will need your Rhodes State ID. NO EXCEPTIONS.** Vouchers will not be available without a Rhodes State ID. The Campus Bookstore will have a list of students who are eligible.
7. **To purchase books using your voucher:**
 - **In Store:** Select the books you need and take to the register. Inform the Bookstore employee you are using your voucher. The employee will request your Rhodes State ID and verify the amount you have available. If your purchase is over the amount available on your voucher, you will need to pay the difference out-of-pocket.
 - **Online:** Visit www.rhodesstate.bncollege.com and select “**Shop Textbooks.**” You will then enter the classes you are taking and select the textbooks you need. You will indicate if you want to “**Pick up in Store**” or “**Ship to my Address.**” During checkout you will need to select “**Financial Aid.**”

- **Then continue completing your order.** If your purchase is over the amount available on your voucher, you will need to pay the difference out-of-pocket.
- **You can use your voucher more than once a day during the time the vouchers are open.** Once vouchers are closed, you will not have access to any additional unused funds until your excess financial aid is refunded to you.

This voucher may only be used for BOOKS & SUPPLIES for your REGISTERED classes. You CANNOT use it to purchase clothing, food, or other items not required for your registered course(s). Rhodes State College and the Campus Bookstore reserve the right to limit your purchases with your voucher.

NOTE: The Important Dates Calendars, including fee due dates, refund dates, book voucher dates, and other important dates are available on the Rhodes State website.

REMINDER: NO voucher funds are available unless ALL financial aid requirements are met, you have EXCESS financial aid, and THIS FORM is on file.

I _____
give my permission to use my excess Title IV Federal Aid to cover any books & supplies charged to my account by the Campus Bookstore while enrolled as a Rhodes State College student. I understand that if this release is not on file and I have not finalized all financial aid requirements, my voucher authorization will not be available.

Signature

Student ID (R#)

Date

