



## BRYN ATHYN COLLEGE

### BOOKSTORE VOUCHER APPLICATION POLICY

Students may apply for a bookstore voucher for a given term up to a maximum amount of \$350.00 if their financial aid exceeds their charges for the term, so that they may purchase books and supplies in advance of their actual financial aid disbursement (which occurs 4 weeks into each term).

#### Eligibility Requirements:

- All required financial aid documents have been submitted to the Financial Aid Office
- Student has no outstanding balance due to Bryn Athyn College
- Student has filed the FAFSA and has financial aid resources that exceed their charges for the term they are requesting voucher
- Student is registered for classes

#### How to Apply:

1. Students must complete and sign the *Bookstore Voucher Request Form* and return it to the Bursar's Office in the Brickman Center (PO Box 462, Bryn Athyn, PA 19009 or [bursar@brynathyn.edu](mailto:bursar@brynathyn.edu)). A specified amount (up to \$350) and the term for which they are applying must be included.
2. Students may submit voucher requests any time before the second week of each term.

#### How it Works:

**Temporary COVID relief policy:** If a student is approved for a bookstore voucher, the approved amount will be refunded in a paper check form. Due to our current process, approved funds may need to be sent directly to a student's address on file, so please allow adequate time for check processing and mail delivery.

#### Additional Important Information:

Students will be notified of their approval or denial for this voucher via email.

#### Conditions

If a student becomes ineligible for financial aid, or there is a change in their financial aid eligibility after they receive the bookstore voucher (i.e. change in enrollment status), the student may owe Bryn Athyn College. They understand that they are responsible for payment of any balance due to Bryn Athyn College.



## BRYN ATHYN COLLEGE

### *BOOKSTORE VOUCHER REQUEST FORM*

Student's Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Term of Request (circle one):** Fall Winter Spring      **Amount Requested: \$** \_\_\_\_\_  
(up to \$350.00)

***Eligibility Requirements:***

- All necessary financial aid documents must be submitted to the Financial Aid Office
- Student has no outstanding balance due to Bryn Athyn College
- Student has filed the FAFSA and has financial aid resources that exceed their charges *for the term they are requesting voucher*
- Student is registered for classes

I, \_\_\_\_\_ understand that a bookstore voucher for the Bryn Athyn College bookstore is  
(please print name)  
an advance of my financial aid that will be disbursed. If I become ineligible for financial aid or my aid eligibility changes, I understand that bookstore voucher charges will be my responsibility and I will make payment in full to Bryn Athyn College.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return completed form to Bursar's Office in the Brickman Center***

***Mailed forms may be sent to:***

Bryn Athyn College  
PO Box 462  
2945 College Drive, Bryn Athyn, PA 19009  
Attn: Bursar's Office

**OR**

***Scanned and emailed to:***

[bursar@brynathyn.edu](mailto:bursar@brynathyn.edu)

-----  
(please do not write below line – for bursar's office representative only)

**Circle One:**    Approved                  Denied

**Approved Book Voucher Amount: \$** \_\_\_\_\_

**Bursar's Office Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_