



Policy Number and Title:	400.203 On Campus/On Line Book Charges		
Approval Authority:	President	Date Effective:	July 1, 2015
Responsible Office:	Financial Aid	Responsible Office Contact:	Director of Financial Aid

1. POLICY STATEMENT/REASON FOR POLICY

Enrolled students with complete admission/financial aid files may be eligible for a charge approval to purchase their books from Advanced Office Technology (AOT).

2. ENTITIES AFFECTED BY THIS POLICY

All students

3. WHO SHOULD READ THIS POLICY

All students

4. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. FORMS/INSTRUCTIONS

No forms required.

6. HISTORY

-Amended: July 1, 2015

-Next Review Date: July 1, 2018

-BMCC reserves the right to revise policies at any time.

7. THE POLICY

ONCAMPUS/ONLINE BOOK CHARGES

Enrolled students with complete admission/financial aid files may be eligible for a charge approval to purchase their books from Advanced Office Technology (AOT).

There are two ways to request a charge approval form:

1. Stop by the financial aid office; or,
2. Send a request to www.financialaid@bmcc.edu

When a charge approval is requested the financial aid office will check for eligibility.

The following steps are used in checking eligibility: **STUDENT RECORDS**

1. Click on Processing/Students/Student Maintenance
2. Look up student in Empower by name or student ID number
3. Click on SR/SM
4. Click on Grad Info/Test

This area will show you whether the official high school/GED transcript is on file.

The high school/GED transcript information can also be found by typing SRGT in the box next to the Go To button and then clicking on the Go To button. You will then need to enter the student's ID number and click on Ok.

The following steps are used in checking eligibility: **FINANCIAL AID**

1. Click on Processing/Students/Student Maintenance
2. Look up student in Empower by name or student ID number
3. Click on FA/ADD
4. look under documents to see if a signed award letter is on file
5. Review Estimated Family Contribution (EFC) and enrolled credits to determine PELL award

If a student has enough overage after tuition and fees, then a charge approval can be issued.

When a student stops by to get a charge approval the financial aid office will print and give the student the form to take to Advanced Office Technology (AOT).

When a student requests a charge approval via the financial aid email, an email will be sent to both the student and AOT letting them know about eligibility. If the student is not eligible for a charge approval an email will be sent to the student letting them know that they are not eligible for a charge approval.

EMAIL TO ELIGIBLE STUDENT

Your request to use financial aid to purchase your books has been approved. Please contact Advanced Office Technology (AOT) at aotbookstore@gmail.com to place your order. AOT will begin shipping books on (insert date). The last day to order using your charge approval is (insert date).

Sincerely,

Bay Mills Community College

Financial Aid Office

EMAIL TO ADVANCED OFFICE TECHNOLOGY (AOT)

(Students Name) (Student ID#) is eligible to charge their books to their financial aid.

Bay Mills Community College
Financial Aid Office

** If the student has only a \$200.00 financial aid balance after tuition and fees then the email to AOT will include a maximum to charge.

EMAIL TO NOT ELIGIBLE STUDENT

Your request to use financial aid to purchase your books has been denied. Samples of possible denials are:

1. A review of your account shows you were mailed an award letter on (insert date). At this time, we still have not received the signed award letter.
2. A review of your account shows you will not have enough aid to cover all costs.
3. A review of your file shows we have no financial aid information for you.
4. A review of your file indicated you are in default and not eligible for a federal pell grant.

Sincerely,

Bay Mills Community College
Financial Aid Office

***This email will state the appropriate denial based on the students file.