

Policy Number and Title:	400.203 On Campus/On Line Book Charges		
Approval Authority:	Board of Regents	Date Effective:	03/18/2022
Responsible Office:	Financial Aid	Responsible Office Contact:	Director of Financial Aid

1. POLICY STATEMENT/REASON FOR POLICY

Enrolled students with a complete admission/financial aid file may be eligible for a Financial Aid Voucher to purchase their books through Akademos, BMCCs Online Bookstore.

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: 03/18/2022

-Next Review Date: 03/18/2025

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

7. THE POLICY

ON CAMPUS/ONLINE BOOK CHARGES

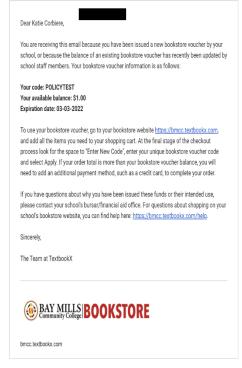
Enrolled students with a complete admission/financial aid file may be eligible for a Financial Aid Voucher to purchase their books through Akademos, BMCC's Online Bookstore. Any student who has excess financial aid, after the cost of tuition and fees have been deducted, will receive a Financial Aid Voucher once they have accepted their financial aid package. Financial Aid staff will check a student's eligibility under Student Records, Financial Aid information and whether an official high school/GED transcript is on file. Financial Aid Vouchers will appear as a method of payment for course required materials in Akademos two weeks prior to the first day of class.

If a student has enough overage after tuition and fees, then Financial Aid staff will issue a book Voucher. The student will receive an email notifying them of their eligibility to receive a book voucher (see sample next page). The maximum voucher amount is set at five hundred dollars; however, if a student needs additional funds and has excess aid to cover it, they can request the original voucher to be modified.

If a student has questions on why they did not receive a Financial Aid Voucher or would like to request the existing voucher to be modified, they can contact Financial Aid staff by email at financialaid@bmcc.edu.

AUTOMATED EMAIL TO ELIGIBLE STUDENT





Akademos 2022, 200 Connecticut Ave, Norwalk, CT 0685

EMAIL TO INELIGIBLE STUDENT

Your request for a Financial Aid Voucher to purchase your books has been denied. Samples of possible denials are:

- 1. A review of your account shows that you have not accepted your financial aid package through student records.
- 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.