FALL 2016 BOOK VOUCHER REQUEST

INSTRUCTIONS

The SUNY Orange bookstore credit program is available to matriculated students who are eligible for financial aid. This temporary loan helps students purchase educational books and supplies at the SUNY Orange Bookstore prior to financial aid being disbursed in accordance with federal and state guidelines.

STEP 1: Please complete this form accurately. Failure to do so will result in delay of processing your request.

STEP 2: Submit this form to:
- Middletown Campus: The Welcome Desk in Student Services Central (3rd Floor, Shepbard Student Center)
- Newburgh Campus: Student Services Central Drop Box (Kaplan Building, Room 110)
- Scan and e-mail to: studentaccounts@sunyorange.edu

STEP 3: A decision will be sent to your SUNY Orange email address within 3 business days beginning August 15, 2016

STEP 4: Use your e-mail voucher notification in the Bookstore between August 22, 2016 and September 9, 2016

NOTE: All documentation required by the Financial Aid office must be submitted BEFORE a book voucher can be approved. Check your SUNY Orange email, or log into your MySUNYOrange account for information on any missing financial aid documents.

NOTE: If you are a NEW student for Fall 2016 your immunization records must be submitted to Student Services Central prior to receiving a voucher.

ELIGIBILITY REQUIREMENTS & CONDITIONS

Please read the following statements and INITIAL each to verify you understand the book voucher process and accept the required responsibilities:

_____ I am applying for a book voucher. The book voucher award will depend on financial aid eligibility. All charges against this voucher in the bookstore will be applied to my student account.

_____ I am aware of all Residency requirements, including the need to submit a certificate of residence, and provide any required supporting documentation.

_____ I understand I must abide by all College policies and attend all of my classes in order to remain eligible for the book voucher, financial aid grants/and or loans awarded to me. Failure to do so may result in my owing a debt to SUNY Orange, my records being placed on HOLD and may prohibit me from registering for future semesters. I am aware SUNY Orange may use a collection agency to seek repayment from me.

_____ I understand that if I choose to rent books using my book voucher, I must be able to provide a valid credit card to the bookstore to be used as collateral to cover the cost of books. I understand my credit card will be charged for any damaged books or books not returned by the deadline date established by the SUNY Orange Bookstore.

_____ If, after my tuition, fees and book voucher are paid, I am eligible for additional financial aid funds, they will be disbursed to me at a later date in the semester.

STUDENT INFORMATION

Student Name (Please Print Clearly)

Student ID (A Number)

Student Signature Date

For Staff Use Only:

_____ Approved _____ Denied

Notes:

Staff Signature:

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