

Book Advance Request – NEW Summer 2019

Students that have sufficient, accepted financial aid to potentially generate a semester refund can request a book advance of \$500 for one summer term. A credit of at least \$500 after aid is applied to pay all summer charges must exist. All financial aid refunds will be made after late registration ends when credits exist on the student account.

Students will request the Book Advance by going into **Student Self-Service>Student Finance>Book Advance Request Form** and completing the form(example below).

The screenshot shows the 'Book Advance Request' form for Texas Woman's University. At the top left is the university's logo and name. The title 'Book Advance Request' is on the top right. Below the logo is a dropdown menu for 'Request for Term' with 'Select Term...' as the current selection. A paragraph explains the request process and eligibility criteria. A bulleted list of requirements is provided. A 'Please Note' section contains important information about the refund process. At the bottom, there is a checkbox for agreement and a large 'SUBMIT' button.

Request for Term:

A Book Advance request is granted to eligible TWU students that have sufficient accepted financial aid to potentially generate a semester refund. The credit balance must be greater than \$500 to receive the \$500 maximum amount Book Advance per semester. (All summer terms are combined for financial aid eligibility and one requested book advance). To be determined eligible, a student must:

- Be enrolled for the current term
- Have \$0 previous balance
- Have submitted all outstanding documents to the Financial Aid Office
- Have submitted a Request for Book Advance

Please Note: The Book Advance will be deducted from your credit balance which will offset your refund. Approval is granted based on the status of the student's account at the time that the Book Advance Request is received. If any changes in enrollment or any other circumstances lead to a change in the student's financial aid eligibility, the student will be responsible for any outstanding balances that may occur.

I AGREE TO USE THESE FUNDS FOR THE SOLE PURPOSE OF PURCHASING BOOKS AND SUPPLIES.

SUBMIT

There will be one book advance refund date and deadlines for each summer term. The request must be received prior to application deadline. Book advances of \$500 will be issued on the next day.

<u>Term</u>	<u>Request Deadline</u>	<u>Refund Date</u>	<u>First Day of Term</u>	<u>Financial Aid Refunds</u>
19/SU1	May 8 – 2 pm	May 9	May 13	May 15
19/SU2 & SU	May 29—2 pm	May 30	June 3	June 7
19/SU3	July 2—2 pm	July 3	July 8	July 10