

**Office of Financial Aid**  
2018-2019 Book Advance Request

Student Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

SSN (last four digits): \_\_\_\_\_

**Procedure:**

1. Complete and submit a hardcopy of the Book Advance Request Application to the Office of Financial Aid.
2. Upon approval, visit the Business Office to have the approved amount added to your student ID card (which is required for this process). Your student account will be charged the amount of the bookstore advance received and your initial financial aid refund will be reduced accordingly.
3. Once the amount is added to your student ID card, visit the bookstore to purchase books and supplies.

Bookstore advances are for students who are expected to receive a refund due to excess aid. Bookstore advances are based on the enrollment status and the amount of excess aid expected. To be eligible, students must meet the following requirements:

1. Current financial aid recipient (matriculated and registered for classes)
2. All requested documents have been submitted to the Office of Financial Aid
3. No outstanding balance

If approved, authorization will be given to make purchases for coursework materials (e.g. textbooks, reference books, school supplies) up to the following amounts:

- \$700 Pharmacy Students only
- \$600 Full-time (Undergraduate-12 credits, Graduate-9 credits)
- \$50 per credit Part-Time (Undergraduate - less than 12 credits, Graduate - less than 9 credits)
- OR the amount of your excess financial aid funds, whichever is less.

**NOTE:** Bookstore advances are available for all eligible students in the fall and spring semesters. Bookstore advances for the summer are only available to Pell-eligible students whose federal aid will result in a credit balance. There are no bookstore advances for winterim, but the winterim credits and charges are considered part of the spring semester. Request for a bookstore advance can be made as early as two weeks before the start of classes for that semester. The last day to use the advance funds in the bookstore would be 2 ½ months after the start of the semester. After that time, your account will be reconciled and adjusted. Each student is limited to one request per semester; therefore, it is advantageous to price your books before making the request.

By signing this form, I promise to pay Notre Dame of Maryland University the amount of purchases made against this book advance. I UNDERSTAND THAT MY REFUND FROM MY EXCESS FINANCIAL AID MAY PAY FOR THIS ADVANCE AUTOMATICALLY. IF MY ENTIRE REFUND HAS BEEN SENT TO ME I WILL BE REQUIRED TO MAKE PAYMENTS TO THE BUSINESS OFFICE DIRECTLY TO REPAY THIS ADVANCE. IT IS MY RESPONSIBILITY TO CHECK MY BILL PERIODICALLY TO SEE THAT MY BALANCE HAS BEEN SATISFIED.  
**I have read, understand, and agree to all of the above.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only:

Hold (Y/N) \_\_\_\_\_ Semester Balance: \$ \_\_\_\_\_ # Credits Registered: \_\_\_\_\_

Financial Aid: \$ \_\_\_\_\_ Estimated Refund: \$ \_\_\_\_\_ Advance Approved for: \$ \_\_\_\_\_

Denied for the following reason: \_\_\_\_\_

Decision By: \_\_\_\_\_ Date: \_\_\_\_\_