

**Financial Aid Recipients
2011-2012
Book Voucher Instructions**

**Spring 2012 Book Vouchers are available from
Friday, January 13, 2012 to Monday, March 5, 2012**

Please read carefully; no exceptions.

There will be a **48-hour turnaround time** on Book Voucher Requests.

Your aid needs to be complete/“in place”

- **The Financial Aid Office must have received your signed *Award Notification Letter***
- **The Business Office must have received your *Deferred Payment Agreement form***
- **You must be due a refund**

If you accepted the loan portion of Financial Aid you need to go online to www.studentloans.gov and

- **Complete the *Loan Entrance Counseling* and the *Master Promissory Note (MPN)***

If ALL the above statements are true for you please follow these steps:

1. Complete the **Book Voucher Request** form.
2. You will need to obtain the exact cost of your book(s) by visiting the WMCC Virtual Bookstore website at <http://www.efollett.com>.
 - a. Place each book you would like to purchase in your “Shopping Cart”
 - i. **Use the price of new book(s).**
 1. Keep in mind the website defaults to the lowest price option
 2. You may need to change the selection to “New” book price as the Bookstore cannot guarantee the availability of “Used” books.
 3. If “new” is not an option for a book, please write on your “shopping cart” (when you print it out) that “used was the only option” for that title.
 4. You may ultimately be able to “Rent” your books at a lower cost if the Bookstore has that book available to rent and you meet the Bookstore Book Rental requirements.
 - b. **DO NOT CHECK OUT!!!**
 - c. Print a copy of your “Shopping Cart” **(make sure your name is on this printout)**
3. Return the completed Book Voucher Request form and the print out of your Shopping Cart to the WMCC Financial Aid Office via one of the following:
 - a. In person- Room 130, WMCC Berlin Campus
 - b. Via mail- WMCC FAO, 2020 Riverside Drive, Berlin, NH 03570
 - c. Via fax- 603-752-6335- ATTN: Financial Aid Office
4. **After 48 hours** you may:
 - a. Go to the Bookstore to pick-up your books
 - b. Or they will be shipped to you if you selected that option on the Book Voucher Request form.
 - i. A shipping fee based on the weight of your books will apply
 - ii. *****Books will not be released to a third party for pick-up*****



Book Voucher Request Form

**Spring 2012 Book Vouchers are available from
Friday, January 13, 2012 to Monday, March 5, 2012**

I request a Book Voucher for the total cost of **new** books, supplies and any shipping charges against my **SPRING 2012** financial aid award. I further understand that my tuition and fees are paid with the financial aid award BEFORE payments are made against this advance. I further understand that I am responsible for any and all costs of textbooks, tuition and fee payments not covered by financial aid.

I acknowledge that I have read WMCC's Book Voucher Instructions. I also acknowledge that my financial aid is complete and "in place" and I have signed my *WMCC Award Notification Letter* and completed the *Entrance Counseling* and the *Master Promissory Note* on www.studentloans.gov, and agree that I am responsible for any remaining amount due to the College.

I also understand that by registering for courses at WMCC, I am financially obligated for ALL costs related to the registered course(s). Upon completing a Drop or Withdrawal form, I understand that I will be responsible for all charges as noted in the *Student Catalog* and *Student Handbook*. I further understand that if I do not make payment in full, my account may be reported to the Credit Bureau and/or turned over to an outside collection agency. I also understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA 6:11; which will add significant costs to my account balance. I understand that I am also responsible for payment of the amount charged to my student account if for any reason financial aid funds are not disbursed.

By signing below, you indicate you have read and agree to the statements above:

Student's Name (print): _____ **Student's ID #:** _____
Student's Signature: _____ **Date:** _____
WMCC Student Email: _____ **Student's Phone #:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____

- Check here to have books shipped directly to you.**
 - A shipping fee based on the weight of your books will be added to your total requested amount**Provide a physical mailing address – Federal Express does not deliver to Post Office Boxes**
 - **Street Address:** _____ **City:** _____ **State:** _____ **Zip:** _____
- Check here if you will pick-up your books at the WMCC Bookstore**, located at the main campus of White Mountains Community College, 2020 Riverside Drive, Berlin NH 03570
- Check here if you would like the "Rental" book option, if available**, through the bookstore. You must have a debit/credit card with which to guarantee your "rental" books.
- Attach a copy of your "Shopping Cart" (with your name on it)** from the WMCC Virtual Bookstore at <http://www.efollett.com>.

FOR OFFICE USE ONLY:

FAO Approval Signature: _____ **Date:** _____
CREDIT AMOUNT - MAXIMUM AVAILABLE: \$ _____

Bookstore Approval Signature: _____ **Date:** _____
BOOKSTORE AMOUNT CHARGED: _____

THIS BOOK VOUCHER EXPIRES- March 5, 2012