



**Title:** The Book Advance Program

**Policy No.:** ADM 4.10

**Date:** 8/1/12  
**Rev.:** 8/1/14, 8/1/15

**Areas Affected:** All BSMCON

**Page** 1 of 2

**POLICY STATEMENT:**

The Book Advance Program allows students to use a portion of their estimated financial aid to purchase textbooks and supplies from any business. It is not free or additional funds.

**POLICY:**

The Book Advance Program provides cash advances of financial aid awards to eligible financial aid recipients. Students are able to purchase books and supplies with their advances at the bookstore of their choice. The book advance is determined based upon the student's enrollment, the student's cost of attendance book allowance, and the student's financial aid eligibility.

This book advance is for educational expenses only. Students are not permitted to purchase books for other students. Misuse of the book advance credit is in violation of federal regulations.

Book Advances are issued prior to the start of the semester but not more than 10 calendar days before the start of the student's semester. This timeframe is the earliest an advance can be issued and this procedure is in compliance with federal regulations. There will be no exceptions to this rule.

Book Advances are issued by Direct Deposit (to account student has authorized). For a student to update his/her Direct Deposit account information a student must contact the Bursar at [bsr-bursar@bshsi.org](mailto:bsr-bursar@bshsi.org).


**Deadline Dates to Qualify for Book Advance:**

- Fall Semester: 2<sup>nd</sup> Friday of July
- Spring Semester: 2<sup>nd</sup> Friday of December
- Summer Semester: 3<sup>rd</sup> Friday of April

**Book Advance Eligibility Requirements (must meet requirements by the book advance deadline dates):**

1. Student must have completed all financial Aid requirements listed under "Documents" in the financial aid student portal, Net Partner.
2. Student must have an estimated financial aid/scholarship award appearing on his/her student account.
3. Student must have sufficient aid to cover his/her outstanding student account balance and have enough funds to cover the book advance amount.
4. Student must be registered in classes for the upcoming term.
5. Student must be meeting the Standards of Satisfactory Academic Progress.

Reference Policy # \_\_\_\_\_

**Approved by:**  
  
 Signature

Dean of Student Services  
 Provost/VP  
 Title

8/1/15  
 8.1.15  
 Date

**Approval History:**  
 Committees and Dates:  
 Office of Financial Aid – 4/15/12, 02/17/2014  
 Policy Committee – 5/21/12, 5/19/14, 3/9/15

6. Please note: not all types of financial aid are eligible to receive a book advance. Common types of aid that ARE eligible include:
  - a. Federal Pell Grants
  - b. Other Federal Grant Programs
  - c. Federal Student Loans
  - d. Most Scholarships

**Student's Responsibility**

1. Meet all terms and conditions for his/her financial aid.
2. Use the funds to purchase the required books and supplies needed.
3. If student receives a book advance and is later determined to not be eligible for it, then student is responsible for returning the funds back to the College.
4. If student receives a book advance then decide not to come to college, student is responsible for repaying the amount he/she received.
5. Student cannot receive additional book advances above the amount he/she is eligible to receive.

**REFERENCE:**

34 CFR § 668.164(i) –Disbursing Funds, n.p., e-CFR Data as of January 8, 2015,  
[http://www.ecfr.gov/cgi-bin/text-idx?SID=2822054a5e1d158442225faaa92fa2dd&node=pt34.3.668&rgn=div5#se34.3.668\\_1164](http://www.ecfr.gov/cgi-bin/text-idx?SID=2822054a5e1d158442225faaa92fa2dd&node=pt34.3.668&rgn=div5#se34.3.668_1164)