



<b>Policy Number and Title:</b>	<b>400.203 On Campus/On Line Book Charges</b>		
<b>Approval Authority:</b>	Board of Regents	<b>Date Effective:</b>	03/18/2022
<b>Responsible Office:</b>	Financial Aid	<b>Responsible Office Contact:</b>	Director of Financial Aid

**1. POLICY STATEMENT/REASON FOR POLICY**

Enrolled students with a complete admission/financial aid file may be eligible for a Financial Aid Voucher to purchase their books through Akademos, BMCCs Online Bookstore.

**2. ENTITIES AFFECTED BY THIS POLICY**

All students

**3. WHO SHOULD READ THIS POLICY**

All students

**4. WEB SITE ADDRESS FOR THIS POLICY**

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

**5. FORMS/INSTRUCTIONS**

No forms required.

**6. HISTORY**

-Amended: 03/18/2022

-Next Review Date: 03/18/2025

-BMCC reserves the right to revise policies at any time.

## 7. THE POLICY

### ON CAMPUS/ONLINE BOOK CHARGES

Enrolled students with a complete admission/financial aid file may be eligible for a Financial Aid Voucher to purchase their books through Akademos, BMCC's Online Bookstore. Any student who has excess financial aid, after the cost of tuition and fees have been deducted, will receive a Financial Aid Voucher once they have accepted their financial aid package. Financial Aid staff will check a student's eligibility under Student Records, Financial Aid information and whether an official high school/GED transcript is on file. Financial Aid Vouchers will appear as a method of payment for course required materials in Akademos two weeks prior to the first day of class.

If a student has enough overage after tuition and fees, then Financial Aid staff will issue a book Voucher. The student will receive an email notifying them of their eligibility to receive a book voucher (see sample next page). The maximum voucher amount is set at five hundred dollars; however, if a student needs additional funds and has excess aid to cover it, they can request the original voucher to be modified.

If a student has questions on why they did not receive a Financial Aid Voucher or would like to request the existing voucher to be modified, they can contact Financial Aid staff by email at [financialaid@bmcc.edu](mailto:financialaid@bmcc.edu).

## AUTOMATED EMAIL TO ELIGIBLE STUDENT

Your Bay Mills Community College bookstore voucher is ready External Inbox x

 CustomerExperience@textbookx.com  
to me ▾

Dear Katie Corbiere, [REDACTED]

You are receiving this email because you have been issued a new bookstore voucher by your school, or because the balance of an existing bookstore voucher has recently been updated by school staff members. Your bookstore voucher information is as follows:

**Your code: POLICYTEST**  
**Your available balance: \$1.00**  
**Expiration date: 03-03-2022**


To use your bookstore voucher, go to your bookstore website <https://bmcc.textbookx.com>, and add all the items you need to your shopping cart. At the final stage of the checkout process look for the space to "Enter New Code", enter your unique bookstore voucher code and select Apply. If your order total is more than your bookstore voucher balance, you will need to add an additional payment method, such as a credit card, to complete your order.

If you have questions about why you have been issued these funds or their intended use, please contact your school's bursar/financial aid office. For questions about shopping on your school's bookstore website, you can find help here: <https://bmcc.textbookx.com/help>.

Sincerely,

The Team at TextbookX

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 **BAY MILLS** Community College **BOOKSTORE**

bmcc.textbookx.com

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## EMAIL TO INELIGIBLE STUDENT

Your request for a Financial Aid Voucher to purchase your books has been denied. Samples of possible denials are:

1. A review of your account shows that you have not accepted your financial aid package through student records.
2. A review of your account shows you will not have enough aid to cover all costs.
3. A review of your file shows we have no financial aid information for you.
4. A review of your file indicated you are in default and not eligible for a federal PELL grant.

Sincerely,

Bay Mills Community College  
Financial Aid Office

\*\*\*This email will state the appropriate denial based on the students file.