



# FLORIDA GATEWAY COLLEGE

## ADDITIONAL BOOKSTORE VOUCHER REQUEST FORM

### INSTRUCTIONS:

- To receive a book voucher or an additional book voucher you must be registered and have an eligible Financial Aid credit balance on your student account.
- The maximum book voucher amount available for use in the Follett Bookstore and for Follett Online Bookstore purchases is \$1500.00. Select programs may have different allowances; exceptions\* are listed at the bottom of this form. If the cost of your books exceeds the allocated amounts for the semester and you do not have the available credit on your account, you must come into the Bookstore, located in the Building 14, to discuss a possible increase with a Bookstore Representative.
- This form should only be completed after your original book voucher allocation has been fully exhausted and all required books for the semester have been purchased.
- Submit the completed form to the Financial Aid Office.
- Requests are reviewed on a case-by-case basis and are subject to available funding and eligibility requirements.
- If approved, the additional voucher must be used by the bookstore deadlines for the term.
- When purchasing books in the Follett Bookstore, students will be required to present their FGC ID Card and a copy of the Approved Additional Book Voucher Request Form.

**\*Programs with exceptions to maximum amount: NRVA, CITN, BAVM, FFEA, EMSA, WTVC, COSM, CYSC, ASMT\***

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To process your Additional Book Voucher Request, please complete the information requested below and return the form to the Financial Aid Office (located in Building 14), in person or by email from your wolverine email account.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

FGC ID No: \_\_\_\_\_ Amount Spent: \_\_\_\_\_ Additional Voucher Request Amt: \_\_\_\_\_

Reason for Additional Bookstore Voucher Request: (For example: Schedule Change, Program Requirement Change, etc.) \_\_\_\_\_

Semester & Year: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year: \_\_\_\_\_ Course/Program: \_\_\_\_\_

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

Follett Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing this form, I acknowledge that I am authorizing the use of my financial aid funds, which may include Title IV funds, to pay these charges. I acknowledge that if there is a change to my account and my actual Financial Aid eligible amount will change, and I remain fully liable for the amount used.**

\*Please note that the amount approved is subject to the amount of available Financial Aid credit you have for the current semester. The approved amount may be lower than your original request or your request may be denied if you do not have the requested Financial Aid credit on your student account.

**FOR OFFICE OF FINANCIAL AID USE ONLY**

Amount Approved \_\_\_\_\_ Request Denied \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_