



## ***How to Request a Bookstore Voucher for Graduate Students***

The Office of Financial Aid will now prepare book vouchers electronically for all eligible graduate students who have a credit balance on their Salem College account, to assist with the purchase of books and school supplies. To be eligible to receive a book voucher for fall and/or spring term, students must:

- be pre-registered for at least 3 credit hours
- have completed the FAFSA form
- be eligible for financial aid
- be scheduled for a refund

***Note:*** *Jan term and Summer term are excluded from the bookstore voucher policy.*

Book vouchers can be used electronically *only* in the Salem College bookstore one week prior to the first day of class through the end of drop/add for each term. A graduate student who has a credit balance on their Salem College account and is eligible to receive a refund should complete the online request form if they are interested in receiving a book voucher.

The online request form will be available **two weeks before the first day of the fall and spring semesters** at [www.salem.edu/financialaid](http://www.salem.edu/financialaid), click on *BOOK VOUCHER REQUEST* and fill out the information completely.

**To apply for a voucher, graduate students must complete the online request form at least 48 hours before planning to purchase books. At the end of the 48 hours and before going to the bookstore to make purchases, students will receive an email from Financial Aid to let them know the voucher is available electronically for use in the bookstore.**

- Approved book vouchers will be available for use electronically in the bookstore for eligible students one week prior to the first day of classes for each term and will expire at the end of drop/add for each term.
- Vouchers received electronically will be in the amount of the expected refund, but not to exceed \$600.
- Any remaining credit balance will be available from the Salem College Business Office approximately two weeks after the end of drop/add. If you have questions regarding your remaining credit balance, please call the Business Office at 336.721.2613.