

## Suffolk University

• Office of Student Financial Services • 73 Tremont Street • Boston, MA 02108  
617-573-8470 • 617-720-3579 (fax)

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### 2018 – 2019 Book Voucher Information and Request Form



Student's Name: \_\_\_\_\_ Student's Id #: \_\_\_\_\_

Student's Phone #: \_\_\_\_\_ Student's Email: \_\_\_\_\_

A book voucher is **NOT** a request for additional financial aid. *A book voucher is merely an advance on your financial aid refund that allows you to purchase books and supplies.* This means that the amount you spend via the book voucher will be deducted from your excess financial aid.

In order to qualify for a book voucher, a student must be awarded financial aid in excess of direct costs for the semester. Your financial aid funds must be ready to be disbursed (i.e. loan paperwork completed, verification process, enrollment etc.). If you are relying on outside scholarships in order to meet this requirement, the funds must be posted to your tuition account.

The amount depends on how much you have available in financial aid funding after your charges have been paid. This includes tuition, fees, and university contracted housing room and board. The minimum amount of a book voucher is \$100.00 and the maximum amount of a book voucher is \$600.00. The exact amount that you will receive depends on how much you have available in financial aid after your other charges have been paid.

If you think you may qualify for a book voucher, please complete this request form and return it to the Office of Student Financial Services.

**We will review your request no earlier than one week prior to the start of the term. You will be notified of our decision by e-mail within two business days of review.**

