

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Book Allowance Policy**EFFECTIVE DATE:** August 1, 2011**Purpose:**

Southwest Tennessee Community College will ensure students receiving a Federal Pell Grant in excess of tuition charges have the resources to purchase books and supplies for a successful semester.

**Scope:**

A book allowance is an advancement charged against a student's financial aid refund that allows students to purchase books and other supplies. The book allowance amount will be deducted from excess financial aid funds. **These resources are advanced through Southwest Tennessee Community College funds NOT Federal Pell Grant funds.**

**Eligibility**

- Student must be enrolled for the semester.
- Student must have authorized financial aid; however, these funds have not been disbursed for the semester.
- Student's accepted and authorized financial aid for the term exceeds the semester's tuition charges.
- Student's prior term balance cannot exceed \$200.

**Amount of Book Allowance**

- The amount of the book allowance varies depending on a student's enrollment hours and the amount of financial aid he or she will receive for the term.
- The amount of the book allowance is calculated using a formula. (Total enrollment hours x book rate). The book rate is determined by The Grant Accounting Office.
- The maximum book allowance amount is \$500 per term; however the Vice President of Administration and Finance has the authority to increase this amount.

### **Disbursement of Funds**

- **The disbursement date will be made available each semester via the Southwest website.**
- **Financial Aid in excess of tuition charges must be awarded and authorized.**
- **Funds will be disbursed in the form of a paper check or Southwest Refund Card.**

### **Other Terms and Conditions:**

By accepting a book allowance, the student agrees to be responsible for the full repayment of the book allowance. This can result when a change in enrollment status occurs, financial aid adjustments due to class cancellation by the College, withdrawal from Southwest, the cancellation/termination of aid by Financial Aid Office and any other change that affects the student's financial aid eligibility for the book allowance.

### **Student Rights:**

Students reserve the right to decline the book allowance. To decline the book allowance, the student must put this request in writing, submit it in person or mail to Southwest Tennessee Community College's Grant Accounting Office. Any student who declines the book allowance provided by the College will be responsible for procuring books and necessary supplies for their courses at their own expense.

Source: Vice President for Financial and Administrative Services: August 1, 2011