Follett Book Advance Program Instructions

In order to be eligible for the Book Advance Program a student needs to be a Financial Aid Recipient and have a credit balance for the semester. The Financial Aid recipients’ aid needs to be 100% in place.

1. Student needs to have been awarded and turned in their award letter to the Financial Aid Office.

2. Both Student Title IV Authorization Form and Student Credit Authorization Form need to be completed and turned into the Financial Aid Office. Student need to have said “Yes” to Current Semester Charges Authorization.

3. If student has accepted the loans then both Master Promissory Note (MPN) and Entrance Counseling (EC) need to be completed and have been downloaded (by the Financial Aid Office) and linked to the student financial aid account. This will be downloaded once a day by the Financial Aid Office from the Department of Education.

4. Student’s credit balance will be reported to the Bookstore once a day.

If aid is 100% in place a student can go to the bookstore with a copy of their current schedule to pick up their books. If students would like to have their books mailed for a $10 charge please email the bookstore at: 0967mgr@follett.com. Include name, Student ID, address where to be mailed and course number(s).

If student has a third party payment or scholarship to pay for a books, please contact the Business Office.

Book Advance Program list will be run once a day and given to the bookstore. Please give at least 24 hours once you complete all the financial aid paperwork to check with the bookstore.