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## RVCC Financial Aid BOOK AUTHORIZATION INSTRUCTIONS

The Financial Aid Awarding included **Student Title IV Authorizations** which incorporated a section with four questions regarding use of Title IV excess funds (Book Authorization.)

If your financial aid is complete, you may elect to use your remaining Title IV funds to purchase or rent books and course-related materials from the campus bookstore.

If you select **YES** for this Authorization, the Book Advance will automatically be set up for you at the campus book store. Confirmation of the Book Advance and spending limit may be found on your SIS account. You must show your RVCC ID (or a government-issued photo ID) at the bookstore when picking up (Curb-side) your purchase. All orders must be completed online at the bookstore's website at [rivervalleyhop.com](http://rivervalleyhop.com) or through the "find my textbooks" link in SIS. Your Book Advance may only be used during the Book Advance period, usually two weeks prior and three weeks following the beginning of each semester. **(August 3 – September 12, 2020.)** The amount of your book(s) and/or course-related materials will be charged to your student account. Your remaining Title IV credit balance will be applied to these charges.

Below are the criteria to qualify using RVCC's *Financial Aid Book Authorization*:

- Be a financial aid recipient.
- Have completed your Financial Aid Award Notification Offer and additional requirements on your SIS Financial Aid account, or hard copy.
- Have completed your Entrance Counseling and your Master Promissory Note at <https://studentaid.gov/h/complete-aid-process>

To place your order, enter Bookstore website: <https://www.rivervalley.edu/current-students/bookstore/>

- Click the "textbook" link at the top of the bookstore's website, "rivervalleyshop.com"
- Use the drop-down menus to choose your term and courses and click "find your course materials"
- Select the course materials you need for each course and click "add to bag"
- When you are finished adding item to your bag click "view bag and checkout"
- Follow the steps to enter your payment information - if you are using book advance funds or any type of book voucher like VA select "financial aid" as your method of payment.
- If financial aid is showing as unavailable, please contact the Financial Aid Office at [RVCCFinancialAid@ccsnh.edu](mailto:RVCCFinancialAid@ccsnh.edu)

If you do NOT wish to use your financial aid award money refund, you may purchase books at any time as an out-of-pocket expense.

**NOTE:** You may request to have your book order shipped to you. To review Bookstore General Questions, COVID-19 Questions, or order books, click on the following link:

<https://www.rivervalley.edu/current-students/bookstore/>

**2020 Fall Semester** - Follett Bookstore policy: The last day for a student to return books for a full-refund (includes late-start students) is **September 12, 2020**; **ORIGINAL RECEIPT REQUIRED**. Review policy at the Bookstore website.