

Book Charging for Financial Aid Recipients: Spring 2010

WHO IS ELIGIBLE?

You may charge the cost of your books prior to financial aid being disbursed if:

- ✓ You have received your Financial Aid Award Letter and have completed the loan promissory note process, if you will be using loan funds to pay for tuition and books
- ✓ You are registered for Spring Semester 2010 classes
- ✓ The total financial aid you will be receiving, at your registered credit level, exceeds your current account balance
- ✓ You have completed the "Book Charging Application Form" online.

APPLICATION & APPROVAL:

1. To access the online Book Charging Application go online to: www.normandale.edu/financialaid and select "Book Charging Service"
2. The Book Charging Application form must be completed online by the financial aid recipient and electronically signed and submitted. When you click the online form for the first time, you will be required to "Create an Account". You will need to remember the password you choose, as you will need it to log into the online forms in the future. If you have forgotten your login or password to Online Forms, send an email to ngsupport@ngwebsolutions.com for assistance.

IMPORTANT DATES:

- November 2, 2009** *Book Charging Applications are available online. Applications submitted prior to December 1st will be processed & posted on December 1st. Please allow two (2) business days to process your submitted application after December 1st.*
- December 1, 2009** *Online Bookstore Charging Process Begins (for pick-up December 14th). In-store purchasing begins December 21st, 2009.*
- January 13, 2010** *Last day to submit your application.*
- January 14, 2010 12PM** *Last day to charge OR return items for the book charging program.*

BOOK CHARGING PROCESS:

- ✓ Verify your approval to charge by checking the list of approved charge amounts, by password, online at www.normandale.edu/Fiscal_Services under book purchasing and charging.
- ✓ Once approved to charge your books go online to www.normandalebookstore.com and select your textbooks. During the "Checkout" process, select the payment option "Financial Aid". You must respond to the question "Have you completed the on-line book charging form to charge on this program?" before you will be allowed to complete your order. When it asks for your "Account Number" enter your NCC Tech ID. When it asks for the "Account Type" enter "FA".
- ✓ An e-mail will be sent to you when your order is ready for pick-up or you may have the books sent to you. Pick-up your textbooks at the Web Pick-Up Room (not at the Bookstore). You will need your Normandale photo ID to pick-up your books.

YOUR RESPONSIBILITIES:

You will be held responsible for full payment of your books if you become ineligible for Financial aid or your aid is not sufficient to cover your account balance. **Failure to pay all charges on your account will prevent you from registering for future courses, a hold will be placed on all your academic records at Normandale, and you will be assessed a late fee. Your debt will also be referred to the Minnesota Department of Revenue for collection.**

OTHER IMPORTANT INFORMATION:

- ✓ The amount available to you for book charging, will be based on your approved financial aid awards that you will be receiving at your registered credit level for Spring Semester 2010, less tuition and fees. When your application is approved, you can purchase or charge books after a two day waiting period - beginning December 1st. The amount of the approved charge will be rounded down to the nearest fifty dollar increments, not to exceed \$600. If you wish to request an increase in your approved charge (ex. because of an increase in your financial aid package) you must request an increase IN WRITING and submit it to Sandi Roush in the Business Office. Approvals will be completed within two (2) business days.
- ✓ You cannot use these funds to purchase items for another individual or organization.
- ✓ You may go directly to the book purchasing area to purchase your books and supplies in person; however, you may encounter long lines, thus we encourage you to order online. You will need your Normandale Tech ID, schedule and picture ID when charging your books at the Bookstore. **Book charging OR book returns must be completed by 12:00 PM, January 14, 2010.**
- ✓ If you order books through the Bookstore's online website and no longer want your books, you **must** contact the Bookstore **immediately** to cancel your order. If you do not cancel your web order, you will be charged for it.
- ✓ **DO NOT USE** this form, if a third party agency will be paying for your books. Contact Lori Sevcik, in the Business Office.