

NEW RIVER COMMUNITY & TECHNICAL COLLEGE

PROCEDURE NO. 2

EFFECTIVE DATE: January 7, 2007
TITLE: Book Advance Fund

PROCEDURE

1. The Director of Business Services and Dean of Student Services Assistant will be responsible for reconciling the entire account based on information provided by the Book Advance Officers in cooperation with the Business Office and the Bookstore.
2. Students **MUST BE** fully admitted, registered for classes and have signed a POA.
3. Officers must **be sure** that there will be enough aid leftover to cover the student's tuition and fees and the book advance in its entirety. **Never authorize more than the student will have leftover out of financial aid.**
4. Eligible students will be sent to the Bookstore to obtain an estimate on their textbooks, and will return the estimate signed by a Bookstore Officer.
5. Only books that are in stock will be authorized. Students must obtain a new authorization at a later time if additional books become available.
6. Never authorize more than 50% of the total amount of the student's text books. Though you may authorize less if a lesser amount is all that the student will have leftover in aid after their tuition and fees are paid.
7. **It will be absolutely critical to the Program's success that each Officer monitor financial aid check cut-off dates, typically the Friday one week before Monday check distributions, to be sure that holds have time to be placed and book fees are withheld.** Also, since most of the Officers administer Financial Aid Claim Tickets we will be able to watch for withholdings as well.
8. Try to be sure the student fully understands and is in full agreement with the terms and conditions before signing the authorization.
9. Current Book Advance Officers by Campus:
Beckley – Sandra Whitaker
Bluefield – Carolyn Browning or Designee
Nicholas County – Travis Conner
Greenbrier Valley – Donna Lewis
All Campuses – Dean of Student Services

10. Sign and make a copy, give original to student to take to the Bookstore. Student will sign again in the signature section when they get their books.
A new voucher is required for books that are not in stock.
11. The Bookstore will send/fax all vouchers within 48 hours to the Dean's Assistant on the Greenbrier Valley Campus.
12. The Dean's Assistant will place holds on student accounts, with Total Repayment Amounts, and a copy will be sent to Business Office for collection.
13. The Business Office will process checks and pay the amount due to the Bookstore (current accounts) or the Book Advance Fund (past due accounts), whichever the case may be.
14. If we manage this properly by carefully following our awards and collection procedures, due to the 5% Service Charge, the account will grow and we should have more money each year available to our students.

RELATED POLICIES AND/OR PROCEDURES:

RESPONSIBLE OFFICE: Dean of Student Services