



# HIWASSEE COLLEGE

225 Hiwassee College Dr.  
 Madisonville, TN 37354  
 (423) 420-1235  
 www.hiwassee.edu

## 2018-2019 Book Voucher Determination Form

### TO BE COMPLETED BY STUDENT

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Checklist (initial each line below)

\_\_\_\_\_ FSA Credit Authorization Form completed

\_\_\_\_\_ Book Voucher Request Form submitted <https://www.hiwassee.edu/bursar/book-voucher>

\_\_\_\_\_ FA Office completed below prior to submitting to Bursar

By checking each of the below boxes and signing, I understand and agree to the below:

It is optional for students to receive a book voucher. For a book voucher, the 2018-2019 FSA Credit Authorization Form, online Book Voucher Request Form, and this form must be completed.

A student may or may not authorize for financial aid funding to be used (if available) to cover some or all of the cost of books.

If Hiwassee College is not authorized or if there are not enough funds to cover the cost, the student is fully responsible for the balance.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### TO BE COMPLETED BY FA OFFICE

#### Charges

**Authorized prev. bal. & add'l fees to cover**

Amount

Fund Source

Amount

TOTAL BALANCE/CREDIT AMT

If TOTAL is positive there is a balance due and no stipend is to be cut. **Stop here.** If TOTAL is a credit then the stipend is determined in the order of the below fund sources.

Tuition \_\_\_\_\_  
 Room \_\_\_\_\_  
 Board \_\_\_\_\_  
 Student Access Fee \_\_\_\_\_  
 Technology Fee \_\_\_\_\_  
 Program Specific fee(s) \_\_\_\_\_  
 Previous stipend in same semester \_\_\_\_\_  
**Total Charges** \_\_\_\_\_

Pell Grant \_\_\_\_\_  
 FSEOG \_\_\_\_\_  
 State Grant(s) \_\_\_\_\_  
 VA Benefits \_\_\_\_\_  
**Academic/Athletic Discount** \_\_\_\_\_  
 Institutional Grants \_\_\_\_\_  
 External Scholarship \_\_\_\_\_  
 Subsidized Loan \_\_\_\_\_  
 Unsubsidized Loan \_\_\_\_\_  
 Parent PLUS Loan \_\_\_\_\_  
 Private Loan \_\_\_\_\_  
 Cash \_\_\_\_\_  
**Total Funding** \_\_\_\_\_

Stipend fund source is  
**determined from top to bottom**

Cash \_\_\_\_\_  
 Private Loan \_\_\_\_\_  
 Parent PLUS Loan \_\_\_\_\_  
 Unsubsidized Loan \_\_\_\_\_  
 Subsidized Loan \_\_\_\_\_  
 External Scholarship \_\_\_\_\_  
 Institutional Scholarship \_\_\_\_\_  
**Discount (not refunded to student)** \_\_\_\_\_  
 VA Benefits \_\_\_\_\_  
 State Grant(s) \_\_\_\_\_  
 FSEOG \_\_\_\_\_  
 Pell Grant \_\_\_\_\_  
**This amount must equal to zero**

Estimated Credit for Books: \_\_\_\_\_  
 FA Professional Reviewed by: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

### TO BE COMPLETED BY BURSAR

\_\_\_\_\_ Above information confirmed and correct

\_\_\_\_\_ FSA Credit Authorization Form authorizes us to cover book purchases

\_\_\_\_\_ Student does not owe a balance at this time

\_\_\_\_\_ All necessary documents submitted correctly

Book Voucher \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Amount Approved: \_\_\_\_\_

Bursar Signature: \_\_\_\_\_ Date: \_\_\_\_\_