



Welcome to the Book Voucher Instruction Sheet

INSTEAD OF STANDING ON LINE TO RECEIVE A BOOK VOUCHER, THE COLLEGE IS GIVING STUDENTS TWO ADDITIONAL OPTIONS TO SUBMIT A REQUEST: (1) SUBMIT THEIR REQUEST VIA EMAIL, OR (2) DROP OFF A REQUEST FORM FOR A BOOK VOUCHER AT THE BUSINESS OFFICE. YOU CAN STILL WAIT ON LINE IF YOU PREFER.

BE ADVISED: YOU CANNOT USE THIS SYSTEM IF YOU ARE AN EOP STUDENT.

YOU CANNOT USE YOUR VOUCHER AFTER THE EXPIRATION DATE SEPTEMBER 9, 2009.

(1) TO SUBMIT A REQUEST VIA EMAIL YOU NEED:

1. A **FINANCIAL AID CREDIT** BALANCE WITH THE COLLEGE. YOU MAY OBTAIN THIS BALANCE BY LOOKING AT YOUR ACCOUNT AT WWW.OLDWESTBURY.EDU. THE CREDIT BALANCE IS CALCULATED AS FOLLOWS: TOTAL AUTHORIZED FINANCIAL AID MINUS ALL TUITION AND RELATED FEES FOR THE SEMESTER. IF THERE IS A BALANCE AFTER THAT YOU MAY REQUEST A BOOK VOUCHER.
2. A **CURRENT, VALID STUDENT ID** CARD.
3. A COLLEGE AT **OLD WESTBURY EMAIL** ADDRESS. THIS IS HOW WE NOTIFY YOU ABOUT THE STATUS OF YOUR REQUEST.
4. A **FULLY COMPLETED** BOOK VOUCHER REQUEST **FORM**. THIS FORM CAN BE DOWNLOADED, FILLED-IN AND EMAILED TO OWBOOKVOUCHERS@OLDWESTBURY.EDU. THIS FORM MUST BE FULLY COMPLETED BEFORE IT IS SUBMITTED. INCOMPLETE FORMS WILL BE DENIED.

SORRY, NO EMAIL REQUESTS WILL BE HONORED AFTER 2PM, SEPTEMBER 8TH.

(2) TO SUBMIT A REQUEST BY DROPPING OFF A HARDCOPY FORM:

YOU NEED TO FOLLOW ITEMS #1 - #3 ABOVE AND DROP OFF THE COMPLETED **FORM** AT THE BUSINESS OFFICE, CAMPUS CENTER BUILDING, ROOM I-108. FORMS WILL BE ON HAND IF YOU HAVE TROUBLE DOWNLOADING. THIS FORM MUST BE FULLY COMPLETE BEFORE IT IS SUBMITTED. INCOMPLETE FORMS WILL BE DENIED.

EITHER WAY YOU SUBMIT A FORM:

FORMS SUBMITTED **BEFORE 2PM, AUGUST 21ST**, THE BUSINESS DAY BEFORE CLASSES BEGIN, WILL BE REVIEWED AND, IF APPROVED, THE VOUCHER WILL BE AVAILABLE AT THE COLLEGE BOOKSTORE BY 10AM THE FIRST DAY OF CLASS (**AUGUST 24TH**). **ONCE CLASSES BEGIN, REQUESTS MUST BE SUBMITTED BEFORE 2PM EACH DAY TO HAVE YOUR APPROVED BOOK VOUCHER AVAILABLE AT THE BOOKSTORE BY 10AM THE NEXT BUSINESS DAY.**