

2022-2023 Book Voucher Request Form

Student Name: _____ Student ID Number: _____

Instructions:

- To receive a book voucher, you must be registered for all approved courses that you anticipate taking for the entirety of the academic term.
- Complete all required documents to receive Federal Student Aid (This includes MPN and Entrance Counseling if borrowing Direct Loans)
- Please report all course material costs for the term that a book voucher is being requested.

Book Voucher Request:

Term (Fall, Spring, or Summer): _____

Voucher amount requested: \$ _____

How to use your Book Voucher:

- Once you have been issued a book voucher, a confirmation will be sent via the Message Center. You can access the book voucher by logging into your MYEXCELSIOR account to place your textbook order.
- Please keep in mind that although your book voucher request reflects the entire trimester, you still need to make separate transactions for each term. You cannot purchase books for term II, at the same time as ordering books for term I. You will need to revisit the bookstore and make a separate transaction for the following term.
- If you have problems using the voucher please do not hesitate to contact our Virtual Bookstore by email: bookstore@ecampus.com; or by phone: 1-877-284-6744.

Certification:

By signing this form, I acknowledge that I am authorizing the use of my financial aid funds, which may include Title IV funds to pay these charges. Please note that the amount approved is subject to the amount of available financial aid credit you have for the current trimester. The approved amount may be lower than your original request, or your request may be denied if you do not have the required Financial Aid eligibility. If your financial aid is reduced or cancelled after you use this voucher you will be fully liable for the amount requested.

Student Signature: _____ Date: _____

Please submit your completed form to Excelsior by uploading either a PDF or JPEG copy, with a file size of 25MB or less, through your MyExcelsior Financial Aid Online System.

Log in to MyExcelsior:

- Go to Excelsior.edu and select the MyExcelsior Sign In link in the top right corner.*
- To access your MyExcelsior Account, enter your username and password. Click the Login button. If you have forgotten your username or password, please click on "Login Help" located on the left side of the page.*

Once you have successfully obtained access:

- Click on Dashboard*
- Scroll down to Financial Aid and Bill Payment*
- Click on Financial Aid Online System*
- Click on the drop-down Menu*
- Click on Documents & Messages*
- *Review the instructions on this page on how to download, upload and complete requirement as needed*
- Under Your Documents, click on the Upload it now! link to attach your form for upload*
- Review messages to help answer any questions.*