Q. How do I qualify to charge books to my student account?

A. You may view your status in your self-service account under Finances > Balance > 2013/Fall Period > Detail by Charges/Credits View > Change to review your current charges and pending financial aid. If your financial aid creates a credit balance, then you may be approved to charge books to your student account. Students will only be eligible to charge books to their student account in the instances where your financial aid exceeds your billed expenses and creates a credit balance and you have completed the Financial Aid Authorization Form.

Q. How do I apply for a “book voucher” to charge books to my student account?

A. Students that want to use their excess financial aid funds for books and supplies should complete the new Financial Aid Authorization Form online or in Anderson Central. After your form is received and approved the bookstore will set up your account to allow you to charge books if approved. You do not need to come to Anderson Central unless you have a question about your approval amount.

Q. When do I need to complete the Financial Aid Authorization Form?

A. You would need to complete the form only once and it will remain on file for you unless you choose to opt-out in a future semester or year. Your eligibility to continue to charge books and supplies to your student account however will depend on if you have a credit balance each future semester.

Q. How much can I use to charge books?

A. The amount depends on how much you have available in financial aid funding after your charges have been paid. This includes tuition, fees, and university housing room and board.

Q. Do I need to show the bookstore a copy of the Financial Aid Authorization Form?

A. The bookstore will have an account set up with your credit in their system within 3 days after you complete the online form. If you complete a paper copy in Anderson Central you would have to present this to the bookstore at the time you charge books. Either way you must show your student ID card.

Q. Do I have to spend it all at once?

A. No. You can make several purchases at the bookstore up until the expiration date or until you have spent the full amount of your credit, whichever comes first. If a refund is issued to you during the semester, your ability to charge books and supplies to your account will be expired in the bookstore.
AU Financial Aid Authorization Form FAQ’s

Q. What if I don’t spend/charge the full amount of my credit?

A. You will only be charged for the amount that you spend at the bookstore. If you do not use the full amount of the credit balance, the remaining credit will be refunded to you during the semester.

Q. Can I rent textbooks with my credit balance?

A. Yes. You can pay textbook rental fees with your credit. You will need a credit or debit card to use as collateral. See Bookstore staff for full details of this program.

Q. Can I use my credit balance on the bookstore website?

A. Yes. You may use your financial aid credit balance when ordering online, however this option will only become available once the bookstore has received confirmation that you have credit available. This information will be provided approximately two weeks prior to the first day of class.

Q. How do I order my books online with my bookstore credit balance?

A. You will need to email your request to mstastny@andersonuniversity.edu. Please include your schedule, student ID, hold or shipping method (will need address if shipping) your preference: new, used, rental or digital (when available) and if you will accept a different form if what you first request is unavailable.

Q. What can I charge to my student account with my credit balance approval?

A. Required and recommended textbooks, rental textbooks, digital textbooks, required supplies such as calculators and lab coats as well as course supplies like pens, pencils, and paper.

Q. What if I don’t have a credit balance? Can I make a payment to my account to use in the Bookstore throughout the semester?

A. Yes. You can make a payment on your account that will enable you to charge books in the Bookstore if it creates a credit balance. You would need to make this payment in the Anderson Central/Financial Aid Office or online.