

As required in <http://ifap.ed.gov/bbook/attachments/2013BlueBookVol6.pdf>, Lakeshore Technical College allows eligible students to charge books and supplies at the LTC Bookstore. The amount they are allowed to charge is the amount of anticipated financial aid (FSA and non-FSA funds) less the amount owed in tuition and fees, with a maximum charge amount of \$900.00. Special exceptions for the maximum amount may be made on-by-case basis.

The process for students to charge books is that the financial aid office notifies the student of the potential of charging books with their initial award notification as well as under Consumer Information on the general LTC website.

To determine actual amounts of book charge eligibility, the Financial Aid Office, as soon as possible after Records Day of the previous term, determines the eligibility of book charges for students. The Financial Aid Office notifies eligible students as well as the LTC Bookstore of eligibility. The Financial Aid Office also communicates to students directions on granting Student Permissions on MyLTC. Once students complete the Student Permission on MyLTC, they take their schedule and photo ID to the Bookstore to have their charges applied to their anticipated financial aid refund. Notifications of book charge eligibility are sent to students and the Bookstore approximately once a day beginning after Records Day and through the first two weeks of the official academic term. During and after the book charge period, the LTC Bookstore notifies Student Billing who applies the charges to the student account. When financial aid is disbursed, the charges are paid off. Refunds of cash are given to students after the majority of financial aid has been disbursed; prior to that they are refunded through their LTC student account. After all charges and credits are entered, the LTC Bookstore invoices Student Billing who reconciles the amount. After the account is reconciled Student Billing completes a check request that is sent to the LTC Bookstore.

Students are not required to charge books and supplies at the LTC Bookstore. Students that choose not to use the book charge process are thereby opting out of the book charge process. Lakeshore Technical College does not allow students to charge books and supplies via a bank-issued stored-value or prepaid debit card that is supported by a federally insured bank account.