

## **TIMELY BOOK ALLOWANCE POLICY**

Effective with the Summer, 2011 term (beginning June 28, 2011), Ottawa University will adopt the following policy. This is being implemented in compliance with new Program Integrity regulations in effect during the 2011-12 Award Year.

### **OUKS Book Advance Policy:**

All students attending the residential campus in Ottawa, KS are eligible for a Book Advance. This advance allows the student to obtain all necessary books and supplies directly from the University Book Store before the start of class.

In order to participate in the book advance program, the student needs to obtain their books and supplies from the University Book Store and sign a written request that the charge be put on to their Student Account. A student may opt out of this by obtaining their books elsewhere or by paying for their books and supplies up front.

The cost for these books and supplies is paid for by Financial Aid if the student has sufficient funds available. Students who do not have sufficient Financial Aid to cover the cost of their books and supplies is given until September 30<sup>th</sup> to pay the balance due.

In accordance with guidance provided in the December 8, 2010 Federal Register: When a student obtains their books and supplies from the University Book Store and have their charges added to their Ottawa account, the amount advanced will be considered an institutional charge for Return of Title IV purposes.

### **APGS and Surprise, AZ Book Advance Policy:**

In accordance with the final Program Integrity Rules, the University-Wide AR staff will generate a report of all enrolled Title IV eligible students 10 days before the start of each term. This report will identify all enrolled Title IV eligible students who are expected to have a credit balance once their Title IV funds have been fully disbursed and who have opted out of the e-books alternative (if available).

Each of these students will be issued an advance against the projected refund to cover the estimated cost of their books and supplies. The amount each student will receive is the lesser of 1) the anticipated credit balance or 2) \$150.00 per registered class.

Book advances will be issued within the first 4 days of each term so that the student will receive the funds by the 7<sup>th</sup> day of each term.

A student may opt out of this process by notifying the Student Accounts department in writing that they do not want to receive an advance on their expected refund. Because the institution is required to provide these book advances each term, the student must also provide a written request to opt out each term. No advance will be issued to a student who provides timely, written notification.