

# To obtain a voucher

## Financial Aid Students:

- You must have filed for and be eligible for Financial Aid to qualify for a voucher. You will need to contact the Campus Cache JKB109 (formally the Bookstore) to fill out a promissory note and have your funds verified.

## **Students whose financial aid has already been disbursed are not eligible for a financial aid book voucher.**

- Bring an estimate of book costs (including shipping) to the Campus Cache JKB109 (formally the Bookstore) and a voucher will be issued. An estimate can be obtained by logging onto the Virtual Bookstore (<http://bookstore.mbsdirect.net/matsu.htm>) and completing the ordering process up to the invoice. Due to the time difference, vouchers may take up to 24 hours to process and be available for online ordering.

## Agency Students:

- Contact your caseworker to make sure your paperwork has been sent to the college.
- Bring an estimate of book costs (including shipping) to the Campus Cache JKB109 (formally the Bookstore) and a voucher will be issued. An estimate can be obtained by logging onto the Virtual Bookstore (<http://bookstore.mbsdirect.net/matsu.htm>) and completing the ordering process up to the invoice. Due to the time difference, vouchers may take up to 24 hours to process and be available for online ordering.
- Contact Carmela Doney in the Campus Cache JKB109 (formally the Bookstore) or by calling (907) 745-9739 option 3, to be sure your paperwork has been processed and a voucher issued.

## Other Students:

- If you are not using financial aid or your financial aid cannot be verified you can come into the Campus Cache JKB109 (formally the Bookstore) and make a payment on your account with cash, check, Visa or MasterCard. At that point, we will issue a voucher for books. *Any money that is not used to purchase books will be applied toward your outstanding balance, if any.*

If you have any questions about *vouchers or textbook ordering* please contact Campus Cache staff at (907) 745-9739 option 2.

If you have questions about your *financial aid status* contact the Financial Aid office at (907) 745-9719.