

## College Operating Procedures (COP)



**Procedure Title:** Financial Aid/Bookstore Integration Process

**Procedure Number:** 04-0605

**Originating Department:** Office of Financial Services

**Specific Authority:**

Board Policy

Florida Statute §1001.64

Florida Administrative Code 6A-14.092

**Procedure Actions:** Adopted: 02/10

**Purpose Statement:** Procedure in which financial aid student are able to purchase academic textbooks and related items at the bookstore utilizing a portion of the financial aid award.

---

### **Guidelines:**

The Financial Aid/Bookstore Integration Process is defined as the process in which students are enabled to purchase books at the bookstore using eligible financial aid, scholarship, grant and loan funds.

### **Procedures:**

#### I. ELIGIBILITY

- A. The eligible student financial aid, grant, scholarships and loan must be applied to the student account by the Financial Aid Office in order for academic textbooks and related items to be charged against the aid.
- B. The maximum allowed for textbook and academic related purchase is \$1,000. Students with credit less than \$1,000 are eligible to spend only the amount available.
- C. Students may purchase textbooks and other academic related items and charge against their financial aid up to the amount reference above during the designated time frame through the campus bookstore either in person or online.

#### DESIGNATED TIME FRAME

- D. The designated time frame allowed for purchases to be charged against the financial aid will be determined by the Manager of Auxiliary Services, in collaboration with the Director of Financial Aid. The time frame generally begins two (2) weeks prior to the first day of classes and ends with the day following the last day to add/drop classes.

#### II. INTEGRATION PROCESS

- A. During the designated timeframe, a Banner process runs hourly which sends files containing financial aid recipients and eligible financial aid balances to Follett.
- B. Follett loads those files in their system.
- C. The bookstore tracks all changes on their system and accumulates these changes against the credit available.
- D. At the end of the designated time frame the bookstore will send a cumulative file to Florida SouthWestern detailing all charges over the program.
- E. Files are loaded into Banner and the data is then posted in the student accounts.

#### III. RECONCILIATION PROCESS

- A. The bookstore invoices Florida SouthWestern State College for the amount of the charges.
- B. The Bursar reconciles Banner against the invoice that was received from the bookstore.
- C. A check is issued to the Bookstore after discrepancies have been resolved.