

Roy G. Perry College of Engineering

**Textbook Loan Program Policies and
Procedures**

Prairie View A&M University

Effective Spring 2010

POLICIES AND PROCEDURES

PURPOSE OF PROGRAM

The purpose of the Textbook Loan program is to provide short-term, interest free loans in the form of a book voucher to students who have declared a major in the Roy G. Perry College of Engineering so that they may obtain the required engineering textbooks for their class by the 10th class day. Students must demonstrate a financial need in order to be eligible to apply for a textbook voucher. The voucher can only be used at the Campus Bookstore. This voucher is a loan and must be repaid to the College of Engineering prior to the start of pre-registration for the next semester. If the loan is not repaid, a hold will be placed the student's account.

TEXTBOOK POLICY

Students must acquire the textbook that is listed as "required" on the course syllabus. The textbook must be acquired by the 10th class day. Students are not allowed to share textbooks with other students who are currently registered in the same class. Failure to acquire (or show proof of purchase) the required textbook by the 10th class day will result in the student being administratively dropped from the course. The University will assess financial obligations for the course to the student as with any other dropped class according to the fee schedule. In addition, your financial aid may be affected by the subsequent registration action(s).

FUNDING SOURCE

Primary funding for this program will be from private donations (i.e. corporate, individual donors, faculty, etc.) and other discretionary resources in the College of Engineering.

HOW FUNDS WILL BE USED

Financial contributions directed to support the Textbook funds will be used only to provide short-term loans to students in the Roy G. Perry College of Engineering who have demonstrated a financial need of assistance in acquiring the textbooks required for the courses that they are registered.

ELIGIBILITY

To be eligible for the College of Engineering Textbook Loan Program, students must meet the following criteria:

- Enrolled at Prairie View A&M University
- Must have declared a major in the Roy G. Perry College of Engineering (engineering, computer science and/or technology)
- Students must be in good standing at Prairie View A&M University (i.e., no academic probation, or other disciplinary action)
- Demonstrate a financial need

ADMINISTRATION OF PROGRAM/RESPONSIBLE AUTHORITY

The Assistant Dean is responsible for the administration of the Textbook Program. The Assistant Dean is responsible for reviewing and evaluating the applications as well as administration of the awards. The Dean and/or Associate Dean will periodically review the process.

HOW TO APPLY

Application materials should be submitted as a hardcopy to the Dean's Office located in SR Collins RM 349. Students must submit a completed application packet that includes the application and all supporting documents. The following supporting documents must be included:

- Class Schedule
- Account Summary
- Financial Aid Award Letter
- Housing Contract or Lease Agreement
- "View Hold" screen

FORMS

Application materials can be obtained from the Dean's Office located at SR Collins RM 349 or online at the College of Engineering Website under Current Student Resources at the following URL: <http://www.pvamu.edu/pages/195.asp>.

EVALUATION

Applications will be evaluated within 2-3 business days of submission. Incomplete applications will not be reviewed. Awards will be determined based on the supporting documents submitted by the students and demonstration of a "financial need" (see sample evaluation form). Financial need is determined by comparing the cost of attendance (including tuition, housing, meals) with the financial award (including loans, grants, and scholarships). The students will also be asked to provide proof of the cost of the required textbooks based on the University Bookstore pricing. If the difference between the cost of attendance and the financial award is less than the amount of the required textbooks, the student will be awarded a voucher up to the total amount to purchase the textbooks. Students receiving an overpayment (after applicable tuition, fees, room and board) that is larger than the amount of the total cost of the books will not be eligible to receive a textbook loan.

DISTRIBUTION OF AWARD

Students will be notified of the decision regarding their application by mail, email, and/or phone. Book vouchers should be picked up and documents signed in the Dean's Office (SR Collins Rm 349) within 3 business days. Failure to pick up the voucher and sign documents within this timeframe will void the award. Student will then have to reapply. Students will have 7 business days to use the book voucher at the University Bookstore. The voucher will be canceled after 7 days.

UNUSED FUNDS

Any unused book voucher funds will be returned to the College of Engineering Textbook Funds. Students are responsible for repaying only the actual amount used to purchase textbooks.

STUDENT RESPONSIBILITY

In accepting the loan, students are responsible for the following:

1. Repaying the loan prior to pre-registration period.
2. Submitting a copy of the receipt of sale showing the engineering textbooks purchased and the actual amount of purchase.
3. Purchasing the engineering textbooks that are specified in the application.

REPAYMENT

Students are expected to repay the loan prior to the pre-registration period for the semester in which the loan is awarded. Payment should be made to the Dean's Office located on the third floor of SR Collins. Loans are to be paid in full. Failure to repay the loan prior to pre-registration will result in a hold being placed on the student account by the College of Engineering.