

**BOOKSTORE CHARGE AUTHORIZATION  
2017-2018**

**This form must be completed in ink. Your signature on this document authorizes Virginia Western Community College to use federal and state financial aid funds to pay for your books and supplies when you, the student, choose to charge at the on-campus bookstore.**

Student's Printed Name \_\_\_\_\_

Student's EMPLID \_\_\_\_\_

EMPLID IS REQUIRED

An incorrect EMPLID will invalidate this authorization.

***Please read the below information carefully before signing this form.***

- My signature below certifies that I give my permission to Virginia Western Community College and Follett Bookstore to access my financial aid information and to charge books and supplies for my enrolled courses that I purchase against my financial aid for the 2017-2018 award year. Financial aid sources may include: Federal Pell Grant, SEOG and Federal Direct Student Loan funds.
- If I decide not to attend, I MUST return my books and supplies following the bookstore return policy in order to avoid charges. If I do not return the books and supplies within the policy requirements, I understand that I am responsible for paying the resulting balance. I will be denied future services by the College until I have repaid this debt.
- During the book purchase period, books and supplies purchased using financial aid cannot be returned or sold to the College Bookstore for cash. Amounts for returned items must be credited back to my financial aid for the term.
- If my financial aid eligibility is reduced or canceled due to a change in my enrollment status or eligibility and does not cover the amount I have charged, I understand that I am responsible for paying the resulting balance. I will be denied future services by the College until I have repaid this debt.
- If I choose to make purchases online, I give my permission to charge the shipping costs against my financial aid for the current term.
- I understand that I may cancel or modify this authorization for any future transactions at any time and will notify the Financial Aid Office in writing if I wish to do so. Any cancellation cannot be applied retroactively.
- **I understand that failure to abide by VWCC Bookstore Policy, which is available online at <https://www.virginiawestern.edu/about/policies/l-57.php>, could subject me to disciplinary action from the College.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date