**TEXAS A&M UNIVERSITY – COMMERCE**

**Book Vouchers Procedure**

**BOOK VOUCHERS PROCEDURES**

Students are not required to buy their books through the University bookstore; however, at this time, we can only handle emergency book credits through the University bookstore. Books and supplies purchased through the online bookstore at http://www.amcbookstore.com/home.aspx can be paid through emergency book credits and shipped UPS directly to you.

Emergency book credits are available only to students who have pending financial aid awarded through Texas A&M University-Commerce. To be eligible - your financial aid award must show as accepted on our system and the total award amount must be enough to cover all outstanding University charges including this amount of this book credit. Contact the Bursar's Office as shown below to determine availability dates.

To utilize this option, print out the emergency book credit application. Students are to fill out the emergency book credit application, sign it, and return the completed form to the University Bursar's Office. Students may request bookstore credit for any amount up to $500 - approved book credit amount cannot exceed the difference between anticipated financial aid and the aggregate of charges due to Texas A&M University-Commerce. Students should fax the form to 903-468-6048 or mail it to:

Texas A&M University-Commerce
Attn: Bursar's Office.
P.O. Box 3011
Commerce, TX 75429

We will verify eligibility upon receipt. When they select the emergency book credit payment option, the University bookstore will fax us a copy of your order. The University Bursar's Office will then fax a response to the bookstore that lets them know if you have an approved book credit on file and if so, how much in credit we will authorize. It is our understanding that approved orders will be shipped the same day. The student must pay shipping costs - these will be included in the amount of your book credit.

When the financial aid is processed, all University charges, including the amount of emergency book credits, will be deducted from the financial aid award prior to any refund. Please note: emergency book credits represent a loan that you must pay back by the date shown in the form. If the financial is canceled or modified for any reason, so that the emergency book credit is not paid as expected, the student must pay the amount due in full by the indicated payment date.

The University Bursar's Office is not responsible for shipping difficulties, problems with the students online book order, or any other issue that may result from your online purchase.

**NOTE**: The bookstore has indicated that it will NOT provide cash refunds for books purchased with online book credits. Upon notification from the bookstore regarding credits issued for returns, the Bursar's Office will reduce the amount of the book credit charge on the students account.