



BUSINESS AND FINANCE POLICY

NUMBER/TITLE: BO 201, UNIVERSITY BOOK CHARGE POLICY

Covered Individuals: All UIU Students

Strategic Priority: SP 1

Covered Locations: All UIU Locations

HLC: Criterion 2. A

Effective Date: 6/23/2014

Consultations: EM, Univ. Policy Cmte.

Last Revision: 2/28/2018

POLICY STATEMENT

The purpose of this policy is to identify the students who are eligible to charge books to their student account at Upper Iowa University.

PURPOSE

To define the circumstances and process for issuing a book charge for students from the university.

DEFINITIONS

Book Charge – Code through Bookstore to purchase books and supplies prior to the start of the session.

POLICY IMPLEMENTATION

In accordance with DOE (Department of Education) regulations, Upper Iowa University permits students who receive Title IV financial aid to incur book charges.

Fayette/Center/Online students utilizing financial aid may charge books up to \$750 per semester. Self-Paced students utilizing financial aid may charge books up to \$375 per six-month enrollment period.

Students utilizing Chapter 31 Vocational Rehabilitation through the VA are eligible to incur book charges up to \$1000 per session.

Students whose books are covered by a tuition assistance program through a third party are eligible to charge books up to the authorized amount designated by the third party.

UIU's approved vendor is the only avenue permitted for book charges as they are the official UIU book provider. Students will not be required to purchase their books through the official UIU book provider. It is a personal choice whether or not to utilize this option.

Criteria for students using book charges will be as follows:

Financial Aid:

1. A student's total accepted financial aid award amount for the semester (Fayette)/session (Center/Online) must exceed all institutional charges on their account (including, but not limited to tuition, fees, campus housing and meals). Total accepted financial aid must exceed all institutional charges by a minimum of \$25.00.
2. Awards must be accepted, and students must have completed the Master Promissory Note (MPN), Entrance Counseling, and any outstanding requirements.
3. A student must be registered for at least six credits for the semester at the undergraduate level or at least three credits for the semester at the graduate level.
4. Fayette students who meet the above criteria are eligible for one book voucher up to \$750 per semester, depending on the amount of excess aid available. Center and Online students who meet the above criteria are eligible for one book voucher up to \$375 per session, depending on the amount of excess aid available.

Veteran's Benefits:

A student must receive Chapter 31 - Vocational Rehabilitation benefits through the Department of Veteran's Affairs. The authorization form (1905) must be valid to cover that session's tuition, book, and fee charges.

Third Party Company Tuition Assistance:

A student must have proof the company is covering the cost of textbooks. A valid tuition assistance form is required. International Students: International students are not eligible to charge their books to their student account at Upper Iowa University.

Students who do not receive Title IV financial aid, have Chapter 31 Voc Rehab, and/or have company tuition assistance will not be eligible for a book charge.

CUSTODIAN

Director of Financial Services OR Assistant Director of Financial Services

HISTORY

| New/Revision Number: | Date of Action/Approval | Revision Change |
|-----------------------------|--------------------------------|---|
| BO 201 | 6/23/2014 | Policy recommended by University Policy Committee |
| 201 | 6/24/2014 | Approved by President's Council |
| 201 | 2/6/2015 | Approved by Board of Trustees |
| 201 | 2/28/2018 | Reviewed and Approved by President's Council |
| 201 | 9/18/2023 | Reviewed and New Template |
| | | |