



## GOTHIC CARD BOOK VOUCHER APPLICATION

First Name:	Last Name:	ID#:
Term:	Book Voucher Amt:	Date:
Home Address:		
City:	State:	Zip:
Email Address:		
Home Phone:	Cell Phone:	

### **Gothic Card Transfer Terms and Conditions**

- ☐ I shall have a current NJCU Gothic Card and be registered at least half-time if an undergraduate student.
- ☐ I authorize NJCU to apply any Federal Title IV financial aid I receive toward charges that may be assessed to my NJCU student account.
- ☐ I understand that any changes in my course schedule or financial aid package could result in a balance due to NJCU, payable immediately. **Failure to pay** the balance will prevent me from registering for future semesters, release of my transcript, collection costs or could lead to being dropped for non-payment for the current and/or future semesters.
- ☐ All charges on my student account must be covered in full and there must be a pending credit balance before I may apply for a book voucher. You may not use Financial Aid Deferrals as payment to apply for a book voucher and a book voucher cannot create an unpaid outstanding balance on your student account.
- ☐ I understand that I must complete all my financial aid paperwork and only if I have received an official award letter from the Financial Aid office, I would be eligible to receive a book voucher. **Incomplete paperwork will not be accepted.**
- ☐ I understand that the book voucher is not additional financial aid. My student account will be charged in the amount I have requested, which will in turn reduce the amount of any potential financial aid refund that I may receive for the semester.
- ☐ If I do not use my full book voucher at the Bookstore, I may use the remaining funds at other locations where the Gothic Card is accepted.
- ☐ I am aware that a refund will only be authorized if I have either withdrawn, graduated or was dismissed from the University. See the University Standard Refund policy.
- ☐ I understand that if I satisfy the above condition, then I may request a refund for any unused funds remaining on my Gothic Card. I must go to Campus Card Services to fill out the Request for Refund Form which must have my signature to process. All refunds must obtain final approval from the Office of Student Accounts. If they request is approved, the refund check will be mailed within 14 business days.

### **By Signing Below:**

*I hereby authorize the NJCU Office of Student Accounts to place the above amount on my Gothic Card to purchase books. These funds originate from excess financial aid funds, and if for any reason these financial aid funds are reduced resulting in a balance due on my student account I am responsible to pay these charges in full.*

Student Signature:		Date:
Amount Authorized by OSP:	OSP Signature	Date:
Authorized Charge on SA:	OSA Signature:	Date: