

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Book Allowance Policy**EFFECTIVE DATE:** August 1, 2011; Revised September 15, 2024**Purpose**

The purpose of this policy is to provide guidance for how students at Southwest Tennessee Community College (“Southwest” or “the College”) who receive Federal Pell Grant assistance in excess of tuition charges are provided resources to purchase books and supplies.

**Policy**

A book allowance is an advancement charged against a student’s financial aid refund that allows the students to purchase books and other supplies. The book allowance amount will be deducted from excess financial aid funds. These resources are advanced through College funds, NOT Federal Pell Grant funds.

**I. Eligibility**

To be eligible, students must:

1. Be enrolled for the current semester;
2. Have authorized financial aid funds that have not been disbursed for the current semester;
3. Have accepted and authorized financial aid for the term that exceeds the tuition charge for the current semester;
4. Not have a prior term balance that exceeds \$200.00.

**II. Amount of Book Allowance**

The amount of a book allowance varies depending on a student’s enrollment hours and the amount of financial aid the student will receive for the term. The amount of the book allowance is calculated using a formula. (Total enrollment hours x book rate). The book rate is determined by the Office of Institutional Advancement in conjunction with the Financial Aid Office. The maximum book allowance amount is \$500 per term, however, the Chief Financial Officer has the authority to increase this amount after consulting the Office of Institutional Advancement and the Financial Aid Office.

**III. Disbursement of Funds**

Disbursements will be made via the disbursement method being used by the College at the time, for example, applying the funds to a student’s College account, submission to the bookstore, etc.

**IV. Other Terms and Conditions**

By accepting a book allowance, the student agrees to be responsible for the full repayment of the book allowance. Repayment may be necessary when a change in enrollment status occurs, financial aid adjustments due to class cancellation by the College, withdrawal from Southwest, the

cancellation/termination of aid by the Financial Aid Office, and any other change that affects the student's financial aid eligibility for the book allowance.

V. Student Rights

Students may decline to receive a book allowance. They must do so via email to the Office of Institutional Advancement. Students who decline the allowance are responsible for procuring their books and supplies at their own expense.

**Responsible**

**Source of Policy:** Business and Finance

**Administrator:** Chief Financial Officer

**Related Policy:** \_\_\_\_\_

**TBR Policy Reference:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**President**

**Date:** September 15, 2024