

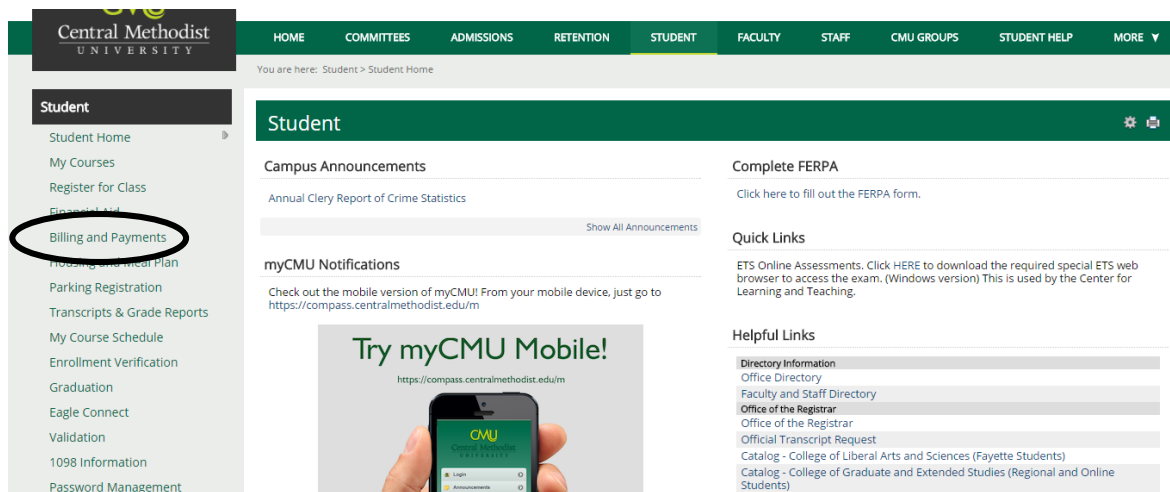
# How to sign up for a Book Voucher on your myCMU Account

\*Please be aware that in order to be eligible for a book voucher you must have enough aid on your account to cover your bill and have an excess or refund to cover the amount of the book voucher. You must also sign up for a book voucher before the deadline associated with each term. Please go to the following website to view the deadlines: <http://www.centralmethodist.edu/bookstore/vouchers.php>

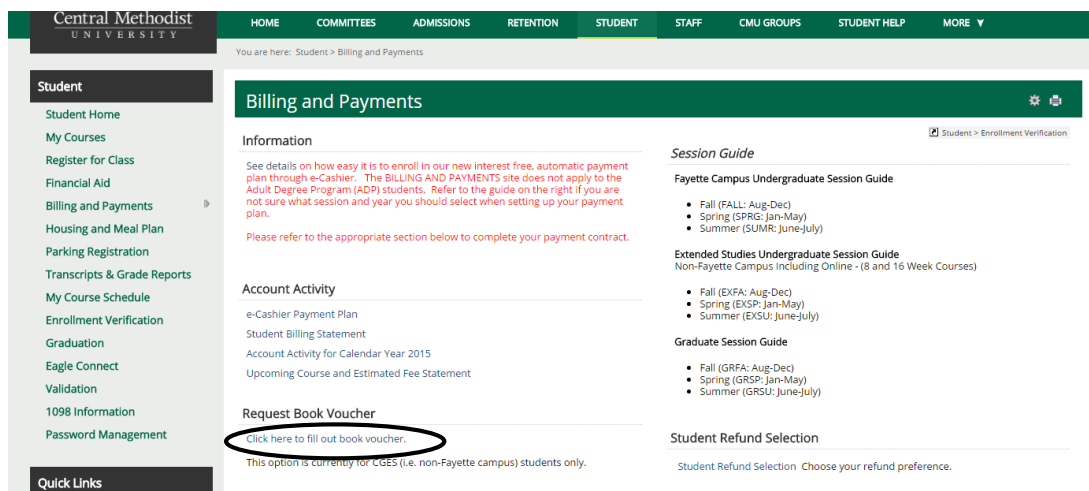
- 1) Log onto your myCMU account.
- 2) Click on the Student Tab at the top of the page.



- 3) Select the 'Billing and Payment' Link on the Side Panel.



- 4) From the 'Billing and Payment' page you will select 'Click here to fill out a book voucher'



- 5) The Book Voucher form will load onto your screen and you will fill in the appropriate sections. Make sure to fill out your requested dollar amount and make sure to select the correct Term from the provided drop down box.

**Central Methodist University**

**CENTRAL METHODIST UNIVERSITY - College of Graduate and Extended Studies Book Voucher Request Form**

Student ID:

First Name:

Middle Name:

Last Name:

E-mail:

\*Voucher Request Amount (example 100.00):

\*The amount approved is subject to the amount of available Financial Aid credit you are expected for the term.

Term:

(Beginning Fall 2013 - Maximum voucher amount: \$250.00 for 8 week term or \$500.00 for 16 week term)

I read and understand that in order to be eligible for a book voucher, I must meet the following criteria 10 days prior to the start of the term:

- **Fully admitted** Degree-Seeking Student
- Submitted all required financial aid documents, including verification materials if selected
- Submitted a signed Award Letter
- Completed a current Contract for Payment
- Must have Title IV credit balance available
- Must be registered in at least one class for the term
- **Submit this Extended Studies Book Voucher Request Form (Beginning Fall 2013)**

If you have questions regarding your eligibility for a book voucher, contact the Business Office at 660-248-6670.

I read and understand that if I become ineligible for a portion or all of my financial aid, all outstanding charges including, the book charges, will be my responsibility.

I read and understand that by requesting a book voucher, I am authorizing CMU to hold my Title IV credit balance until after CMU receives an invoice from MBS with the final total of my book charges.

**SUBMISSION OF THIS FORM DOES NOT ORDER YOUR BOOKS FOR YOU!!!** When your voucher is available, you will receive an email from MBS Direct on how to order your books.

**I acknowledge that by typing my full name in the signature line, it will serve as my signature.** Please enter your initials:

Signature:

Date:

- 6) Once you have filled out all the required sections and checked all the boxes that apply, you will then scroll to the bottom of the form and digitally sign it. You will do this by typing your name into the box provided. Once this process is completed, don't forget to hit submit. Your digital form will be sent to the Business Office and prepared for processing.

I read and understand that by requesting a book voucher, I am authorizing CMU to hold my Title IV credit balance until after CMU receives an invoice from MBS with the final total of my book charges.

**SUBMISSION OF THIS FORM DOES NOT ORDER YOUR BOOKS FOR YOU!!!** When your voucher is available, you will receive an email from MBS Direct on how to order your books.

**I acknowledge that by typing my full name in the signature line, it will serve as my signature.** Please enter your initials:

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