**BOOK FUND REQUEST FORM**

*Please choose ONE of the options below.*

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**TITLE IV BOOK ADVANCE**

Application must be received by the Bursar’s Office by **December 15, 2017**

Mercer advances book funds upon request to Title IV recipients meeting the following criteria:

- Title IV aid must create a credit over and above the cost of tuition and fees, housing, and meals (Title IV funds will show as “Federal” on your student bill.)
- All financial aid documentation must be completed, and aid must be eligible to be disbursed, no later than ten (10) days before the start of the term.
- Students must be enrolled at least half-time in a credit program.
- The amount of advance cannot exceed the amount of the credit, or $600 per term, without supporting documentation to show why additional funds are necessary.

*If you meet the above criteria, select one option below and sign to acknowledge your understanding.*

- [ ] Advance $___________ to my Bear Card***
  (Processing time: same business day, if received before 4:00 p.m.)

- [ ] Advance $___________ to me according to my pre-selected refund choice. I understand that it is my responsibility to ensure my mailing address and/or banking information is accurate and up-to-date.

Direct Deposit sent ACH or Check Mailed to Student (Processing Time: 5-10 business days)

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**BEAR CARD REQUEST**

*View Approved Locations at www.bearcardoffice.com*

To advance excess Financial Aid funds to your Bear Card for the purchase of books and supplies, select the option below and sign to acknowledge your understanding.

Advance $___________ to my Bear Card account for the purchase of books.***

I understand the following:

- Money transferred to my Bear Card is NON-REFUNDABLE except upon graduation or withdrawal from Mercer University.
- The Bear Card can only be used at approved locations*. Bear Card funds cannot be withdrawn through a bank ATM.
- If I lose eligibility for financial aid or withdraw from Mercer University, I am liable for all balances owed.
- The amount of advance cannot exceed the amount of the credit, or $600 per term, without supporting documentation to show why additional funds are necessary.

***NOTE: University Bookstore will match Amazon and barnesandnoble.com prices.

*I understand that these funds are to be used for books and supplies. I will be responsible for repayment of these funds in the event that I lose Title IV eligibility or withdraw from the University.*

Name_________________________________________ Student ID#____________ Term___________

Signature_________________________________________ Date__________________________

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email: bursar@mercer.edu
Macon Bursar Fax: (478)301-2663
Atlanta Bursar Fax: (678)547-6135
On-Campus: Ryal’s Hall (Macon) – Davis Building (Atlanta)