

## Book Vouchers

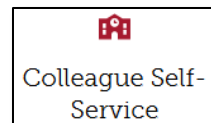
What is a Book Voucher? If your anticipated financial aid results in a credit balance (excess funds) you can choose to use these funds to buy your books from our eCampus website prior to getting your refund.

### ❖ Available Dates by Semester when you can Request a Book Voucher:

- Fall semester- 8/01 through 9/10
- Spring semester- 12/01 through 1/20
- Summer semester- 4/01 until your financial aid is disbursed (varies per student)

### ❖ Steps and Links to Complete your Book Voucher

1. Go to your main portal page. Click on the Colleague Self-Service icon. On the next page, click the “Student Finance” tile. At the bottom of the screen, click the semester. You will need to make sure have a credit balance (negative amount) in order to use your funds toward a book voucher.



2. Review the cost of your books on the [eCampus Book Store Website](#). You can find the cost of each book under the “Shop by Course” link, but clicking “Shop Now”.



3. After completing step 1, to find out the total credit you have available, and step 2, to find out the total cost of your books, please click the [Book Voucher link](#) to complete the form and submit it electronically. **Please allow 24-48 hours for the funds to be added to your account in eCampus after you have completed the Book Voucher.**
4. Once the funds have been added to your account in eCampus, you will receive an email notifying you they are available to make your purchase.
  - The funds will only be on your account for one week. If you do not purchase your books by the end of this week, please email the Campbell Solution Center at [csc@gmercyu.edu](mailto:csc@gmercyu.edu) to let them know the funds expired and you need them readded.
  - Once you have used your funds to purchase your books, your credit balance on your Self-Service account will be reduced by the purchase amount. If you have any left-over funds on your account that were not used to purchase books, they will expire after a week and not be charged to your account.

5. You can now go to the eCampus website and purchase your books. If you are not sure how to do this, please [click this link](#) for step-by-step instructions on how to order your books.

If you have any questions about your Book Voucher, please email the Campbell Solution Center at [Campbellsolutioncenter@gmercyu.edu](mailto:Campbellsolutioncenter@gmercyu.edu).

If you are having any issues navigating the eCampus website, please [click on this link](#) to access their Help Desk.

