



Bookstore Account Authorization

Students receiving financial aid in excess of their institutional charges (tuition, fees, meals, housing, etc.) may request a bookstore account be established at the KU Student Bookstore for the purchase of course required books and supplies. To be eligible for a bookstore account:

- The student must be registered for the classes in the semester for which excess financial aid is available
- The student must be current on all University accounts
- All documents and forms necessary for disbursement of funds must be completed, verified and certified (ex., terms and conditions, master promissory note, entrance counseling, etc.)
- Financial Aid Services must certify the student has excess funds available
- The University has not issued a refund for the excess funds
- Student has Accepted the **Title IV Authorization** in MyKU.
 - Steps on reverse side

Students meeting these eligibility requirements must complete and sign a Bookstore Account Request form (*available online at <https://app.kutztown.edu/forms/>*) and submit it to the Financial Aid Office forty-eight hours before the account/purchase is needed. Bookstore accounts are available to all students whose Financial Aid exceeds their institutional charges and a refund for the excess aid has not been issued. A Bookstore Account Request form is required for each term or semester the student wishes to purchase course required materials using excess financial aid.

Upon approval of the Bookstore Account Request form, the Office of Student Accounts will reserve the amount authorized on the student's account until the KU Student Bookstore submits the exact amount of the purchases made by the student. The bookstore purchases will be applied to the student's account and any unused amounts of the bookstore account authorization will be refunded to the student in accordance with the University's refund policy shortly after the program concludes.

Steps on how to Accept the Title IV Authorization:

1. Log into MyKU > Student Self-Service tile.
2. Choose Dashboard.
3. Choose Financial Aid.
4. On the Home tab, under Responses Required, Click View Questions.
5. In the dropdown menu choose **Accept** to authorize Kutztown University to use your Federal Title IV Financial Aid to pay other charges. (screenshots below)

