



BOOKSTORE VOUCHER FORM

Request for a bookstore voucher due to excess funds, for the current term, will be approved by the Student Accounts Office and will be available **10 days before the start of the semester and through the last day of add/drop.** Vouchers will be processed daily.

To request a Bookstore Voucher, which can only be used at the Centenary’s virtual campus store, follow the steps below:

1. Please check your term billing statement to make sure your term balance is a credit, indicated as a negative amount. If you need instructions on how to view your bill, go to www.centenaryuniversity.edu/ebilling.
2. Visit the virtual campus store at www.bkstr.com/centenarystore to estimate the cost of your books using your course codes.
3. Fill out the bottom portion of this voucher. This amount cannot exceed your available credit balance. An incomplete voucher will not be processed.
4. Return form to the Student Accounts Office by email to studentaccounts@centenaryuniversity.edu, mail, or in person.
5. You will use your Centenary student ID number and birth date to access your credit on the site. Your birthday is your pin number and should be entered in the following format: MMDDYYYY. There should be no dashes or lines between the numbers.

You will receive an email from Centenaryuniversity@em.efollet.com with the credit amount available for your purchases.

Bookstore vouchers may **only** be used for textbooks.

Detach Here and Return Original to the Student Billing Office



Student Name (Print) _____ Student ID#: _____

Date of Birth (MM/DD/YYYY): _____

I understand that any change in my account or additional fees incurred after this bookstore voucher has been approved may create a balance due which must be paid before the end of the semester.

I give the Student Accounts Office permission to use, if necessary, part of my Federal Title IV funds for this voucher.

Bookstore Voucher requested: \$ _____ Telephone #: _____

Date: _____ Student Signature: _____ Term: _____

For Business Office Use Only:

Amount Approved: _____ Student Accounts Approval: _____