“OPT-OUT” funds from the SCTC Bookstore

Procedure:

In order to abide with GEN-12-21, a one-time authorization of HBS (Hold Bookstore Credit) should be established in Banner on form TVVAUTH. HBS will be used for those students who wish to decline (opt out) to have their federal credit limits placed in the bookstore.

College staff may enter these authorizations (HBS – No Bookstore) in form TVAAUTH for each student who wishes to opt out. These authorizations will be in effect as long as they are active in Banner. The Nebraska Bookstore interface will be modified to exclude credit limits for HBS authorizations for these students.

Students that “Opt-Out” for bookstore credits do not receive their refunds early. The first set of refunds will go out approximately 48 days after the semester begins.

SCTC Website & Student Catalog

Please add the Opt-Out of bookstore credit option to our SCTC website under sections Refunds & Disbursement, Financial Aid, and the Bookstore and to our Student Handbook under the Refund Policy section. It should read as follow:

If a student chooses to “opt out” of the bookstore credit, then the student needs to complete the “Request to Opt-Out of Bookstore Credit” form located at the Cashier’s window of the Business Office one week before the start of the semester. These authorizations will be in effect as long as they are active in Banner.

Please note the “opt out” option does NOT allow you to receive your financial aid Pell Grant refund early. The first set of refunds of any given semester are sent to students approximately 48 days after the semester begins.

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SCTC “Opt-Out of Bookstore Credit

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have decided to “Opt-Out” and decline to have my federal credit limits placed in the bookstore for my use.

I understand that this form must be signed by me at least one week prior to the semester beginning in order to execute the “Opt-Out”.

I understand that the “opt out” option does NOT allow you to receive my financial aid refund early. I understand that the first set of refunds of any given semester are sent to students approximately 48 days after the semester begins.

This “Opt-Out” authorization will be in effect as long as it is active in Banner. To deactivate the “Opt-Out”, I understand that I must back to the Business office cashier window and sign a deactivation form.

I fully understand and except the conditions of the “Opt-Out” bookstore credit policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name Date

Business office Personnel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEACTIVATION**

SCTC “Opt-Out of Bookstore Credit

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ want to deactivate my “Opt-Out” bookstore credit. I have signed this deactivation form at least one week prior to the semester starting. The deactivation will allow all federal bookstore credits to be sent to the SCTC Bookstore for my usage. I understand using credits in the bookstore will reduce my student refund.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name Date

Business office Personnel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_