

BOOK CHARGE SLIPS

FOR FINANCIAL AID STUDENTS

To be eligible to charge books you MUST have authorized financial aid GRANTS OR LOANS that exceed your student account charges.

To view your eligibility for bookstore charge benefits you must login in to Banner Web (see reverse for details). **You may view your eligibility beginning August 11, 2010.**

If you are eligible to charge books and supplies in the BTC book store you will find a message telling you the current term maximum amount you may charge.

To be eligible to charge books for the Fall 2010 term, you **must have registered for classes by NOON on August 11, 2010, ALL** financial aid processing is complete and you have excess authorized **grant or loan** monies.


To purchase books you:

- may charge between August 12, 2010 to September 3, 2010
- can only purchase books and supplies in the BTC book store (No food, clothes, or gift items)
- must present a **picture ID** when checking out
- should keep your copy of your register receipt



After you have charged your books:



- the amount you charged will be added to your BTC student account
- if you make a return in most cases a credit will be issued to your BTC student account.
- Pell, SEOG and Loan funds are applied to student accounts after the 2nd week of the term and credit refund checks will be mailed the following week.
- if you are found to be ineligible for financial aid after purchases you have made, it will be your responsibility to pay any charges that are on your account.


Determining your bookstore charge benefits

<p>1. Login to Banner Web. From the BTC home page (www.blackhawk.edu) select Banner Web.</p>		<p>2. Enter your 9-digit Banner ID (found on your registration form) and PIN. Your initial PIN is your birth date in MMDDYY format (e.g. April 15, 1986 is 041586)</p>	
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Note: If this is the first time logging into Banner, you will be asked to create a new PIN. A PIN must be 6 digits (all numbers). You will also be asked for a security question and answer. If you ever forget your PIN, this question must be answered correctly in order for you to be sent a reminder.

<p>3. Your student screen appears. Click on the link entitled "Student and Financial Aid"</p>		<p>4. Now click on the link entitled "Financial Aid"</p>	
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<p>5. Next, click on the link entitled "My Overall Status of Financial Aid"</p>		<p>6. Select an aid year. Drop down the selection box, choose the year (this year is 2010-2011 aid year). Now click Submit.</p>	
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<p>7. The Status screen will have a message informing you that you have active messages. Click on this link.</p>		<p>8. Your bookstore maximum will be displayed. (message enlarged below)</p>	<p>Message You are eligible to charge books and supplies at the bookstore. Your current term maximum is: \$500.</p>
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Enlarged:

Message

You are eligible to charge books and supplies at the bookstore. Your current term maximum is: \$500.

The amount indicated here is the **beginning** balance. This figure is **NOT** updated each time you charge at the bookstore. Remember that only books and supplies are to be charged.