



## Why don't I have a financial aid book voucher?

To receive a book voucher, you must authorize the use of your financial aid for bookstore charges, and your anticipated financial aid must be greater than your tuition, fees, and other charges. The book voucher allows you to charge against the remaining financial aid. Book vouchers are established as long as the following criteria are met. Once you have resolved those items listed below which apply to you, your book voucher will be re-assessed the following business day.

### Most requirements must be complete.

- In **Ozone**, locate the **Financial Aid Summary** card. Click the **View Financial Aid Details** link. Click **Student Requirements** to check if there are any items which are listed as **Required, Incomplete, or Received, not yet reviewed**.
- Provide any requested documentation to the Student Service Center.
- You must complete the Financial Aid Authorization Form with a status of **All charges authorized**.
- You do not have to submit the forms for verification of household or assets; submit tax return transcripts; or finalize a special circumstances request in order to receive a book voucher.

### You must meet Satisfactory Academic Progress (SAP).

- In **Ozone**, locate the **Financial Aid Summary** card and click on **Satisfactory Academic Progress Status** link.
- If your status is **SAP Ineligible**, you are not eligible for federal financial aid.

### You must be admitted as a regular student who is not enrolled in high school. In addition, your program of study and your intent must be financial aid eligible.

- A message will be posted under **Active Messages** if you do not meet one or more of these requirements. In **Ozone**, locate the **Financial Aid Summary** card, verify that you are viewing the correct aid year, then click on **active messages**.

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**If you owe a balance from a previous semester, the balance must be paid.**

- To view your account balance in **Ozone**, locate the **Term Account Balance** card. For information regarding payment options for a previous semester balance, contact the Student Accounts Collections line at 567-661-7979. If you have already signed an Owens promissory note for your previous semester balance, your prior balance will be taken into account when calculating your book voucher.

**Your anticipated financial aid must exceed your charges.**

- To view your financial aid awards in **Ozone**, locate the **Financial Aid Summary** card, verify that you are viewing the correct aid year, then click on **Total financial aid awarded**. Keep these important details in mind when reviewing your awards:
  - The **Financial Aid Awards** page will generally show aid based on full-time status until after the financial aid freeze date, February 1, 2021.
  - Your book voucher amount is based on your actual enrollment hours until the freeze date. Once the freeze date has passed, the book voucher amount is based on your enrollment as of February 1, 2021, as long as your completed FAFSA results are on file at that time.
  - Enrollment changes that are made after the start of the business day may not be used to determine your book voucher amount until the following business day.
  - The Federal Pell Grant amount is pro-rated based on your enrollment.
  - Student loans require enrollment in at least 6 credit hours.
  - Only “accepted” awards are included in determining your book voucher amount.
- To view your account balance in **Ozone**, locate the **Term Account Balance** card.

## Questions?

If you have any questions, please contact the Student Service Center at (567) 661-2387, contact your Oserve Advocate, or email [oserve@owens.edu](mailto:oserve@owens.edu).