

THE
LeMoyné-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

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|---|---|-----------------------------------|
| SUBJECT: Student Vouchers for Books | Effective Date: July 1, 2011 | Policy Number: 02-2-007 |
| | Supersedes: Policy: Date: | Page 1 Of 2 |
| | Responsible Authority: Financial Aid/Fiscal Affairs/Bookstore Manager | |
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I. Purpose and statement of operational policy underlying the procedure.

The policy ensures that students are aware of how to utilize their financial aid book vouchers within an allotted time frame.

II. Applicability/Scope

This applies to all Students.

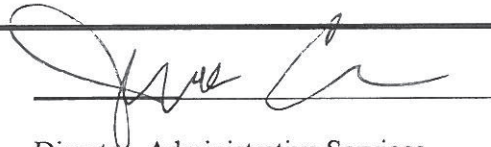
III. Process for Implementing Procedure

| Responsibility | Action | Timeline |
|-----------------------|--------------------------------|-----------------|
| Financial Aid | Will advise students of awards | |
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IV. Related policies/References for more information

Administrative Services Policy Manual

Authorizing Official:



Authorization Date: 10-20-11

Title:

Director, Administrative Services