

## **BOOK ADVANCE PROGRAM**

The Book Advance Program allows financial aid recipients who have financial aid funds remaining after the payment of tuition and fees to use the excess to purchase (or rent) books and supplies from the NCC Bookstore during the book advance period. The book advance period generally starts two (2) weeks prior to the beginning of the semester. Not all financial aid funds may be available for the Book Advance Program and not all financial aid recipients are eligible. Students must complete the NCC Title IV Authorization Form to participate in the Book Advance Program. The form is mailed to you with your award letter, is also available in the financial aid office, and can be completed online through your Student Information System (SIS).

The Book Advance Program has an electronic and a paper process. The electronic process is not available to all students. As long as you meet the eligibility requirements, your financial aid process is completed and you have authorized the use of your excess financial aid for bookstore charges via the NCC Title IV Authorization form or paper Book Advance form, a book advance will automatically be set up for you.

### **ELECTRONIC BOOK ADVANCE PROGRAM:**

- Students must complete the NCC Title IV Authorization form to participate in the electronic process. This form is completed annually.
- For those eligible to participate in the electronic process, the book advance spending limit can be determined by viewing your account information on your Student Information System (SIS) account. You will need to log in to your SIS, view your authorized financial aid and view your student bill; the amount of aid over and above your student bill is your book advance spending limit.
- If you completed the loan requirements within the last week or turned in your signed award letter within the last week, please allow at least two (2) full business days to view your spending limit available on SIS.
- Students must show their NCC ID and a copy of their schedule at the bookstore when making purchases
- If all your loan requirements have been completed and it has been more than two (2) full business days and your spending limit is not showing on SIS, please email the Financial Aid office at [Nashua\\_Financial\\_Aid@ccsnh.edu](mailto:Nashua_Financial_Aid@ccsnh.edu).

### **PAPER BOOK ADVANCE PROGRAM:**

- Students not eligible to participate in the electronic process must complete a paper Book Advance form in addition to the NCC Title IV Authorization form. The paper Book Advance form cannot be mailed or faxed.
- Students in late start courses may be required to complete a paper Book Advance form.
- Students with financial aid holds and summer students will be required to complete a paper Book Advance form.
- The paper Book Advance form is available in the financial aid office, must be completed each semester, and cannot be faxed or emailed.
- The funds will be available in the NCC Bookstore two business days after a paper Book Advance form has been completed.
- Students must show their NCC ID and a copy of their schedule at the bookstore when making purchases.