

# ATTENTION NEW AND RETURNING TUSKEGEE UNIVERSITY STUDENTS

## PURCHASE BOOKS WITH BOOK SCHOLARSHIP OR BOOK CREDIT

If you were awarded a book scholarship by Tuskegee University Financial Aid Office you may go the bookstore to purchase your books during the first week of class.

If you receive a **book scholarship from other sources, you must submit** an email request for the amount of the scholarship. (See email address below).

If you are eligible for a **refund** on your account after paying all tuition, mandatory fees, room and board, you may request money to be transferred to the Tuskegee (Follett) Bookstore to purchase your books.

Below are the steps to take when requesting money to be transferred from your student account to the bookstore:

1. Please get the price of all books and supplies you may need at the beginning of the semester. You can go on line at [www.tuskegeeuniversityshop.com](http://www.tuskegeeuniversityshop.com) to price your books.
2. Email your request to the following email address from your Tuskegee University e-mail; [bookvouchers@tuskegee.edu](mailto:bookvouchers@tuskegee.edu). Please allow **48 hour (two business days)** before returning to the bookstore to purchase your books.
3. **Include in your email;** Name, ID #, and the amount (\$) you would like to be sent to the bookstore to purchase your books and supplies.
4. Request only the amount needed. **Once the funds are released to the bookstore, there will NOT be any refunds processed if the money is not used in the bookstore.** You may request a bookstore gift card for the amount that was not used. Bookstore gift card will not be issued to students who receive book scholarships from Federal Agencies, such as USDA or Vocational Rehabilitation.
5. The **deadline** to submit your request for a book voucher is three weeks after the first day of classes. An email may be sent to all students if the deadline is changed.