

Book Advance Policy

Criteria for the “Book Advance” to be processed:

The Maritime Book Advance process has been created to help Pell eligible students afford textbooks and all related educational materials at the start of each academic semester. To be eligible for the “Book Advance” refund, students:

- Must be enrolled, at least half-time, for the semester in which funds are being requested.
- Must have submitted all required financial aid documentation, completed the financial aid verification process, and satisfied all Admissions requirements.
- Must be eligible to receive a Federal Pell Grant and have a credit balance available from Title IV funds and scholarship awards. Title IV funds include: Federal Pell Grant, Subsidized and Unsubsidized Loans, and Federal Supplemental Educational Opportunity Grant (FSEOG).
 - Financial aid awards must be able to disburse no later than the first day of the start of the semester.
- Must have submitted the Book Advance Authorization no later than by the end of the add/drop deadline.
- If there is a consortium agreement between two eligible schools, students must obtain books and supplies by the 7th day of the start of the payment period of the home school even though the student is enrolled in a course at the host school and classes start before the payment period begins at the home school. If the host school is paying the FSA funds, the student must obtain the books and supplies by the 7th day of the start of the payment period of the host school.
- Once a Book Advance Authorization has been approved, the Student Accounts Office will cut a check to student for purchase of books and supplies.

Refund Process and Student Acknowledgement:

Once the student submits the Book Advance Authorization, he/she understands that:

- The Financial Aid Office will confirm that all requested documentation has been satisfied.
 - The Financial Aid Office will confirm that the FAFSA on file is valid and free of “C” code flags.
 - The Financial Aid Office will confirm that the student has a credit balance (from Title IV funds and scholarship awards) available.
- The Office of Student Accounts will process the “Book Advance” refund using the detail code (BRFD).
 - The “Book Advance” refund will be issued in a form of a check.
 - The amount of the “Book Advance” refund cannot exceed the amount of the credit balance or \$700 per semester.
- If financial aid eligibility changes and he/she does not have sufficient funds to cover the cost of the semester balance or if he/she withdraws from SUNY Maritime College, he/she will be responsible for all balances owed (including the “Book Advance” refund).