



University Business Office
 738 South Mason St
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 Harrisonburg, VA 22807
 540-568-6505
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Donald E. Gardner Memorial Loan Fund Book Voucher Application

JMU ID NUMBER _____ DATE _____

NAME _____
LAST FIRST MI/Maiden

LOCAL ADDRESS _____

LOCAL TELEPHONE NUMBER _____

PERMANENT / HOME ADDRESS _____

PERMANENT / HOME TELEPHONE NUMBER _____

AMOUNT OF LOAN REQUESTED _____

REASON FOR LOAN _____

I understand the conditions and repayment provisions of the Loan Fund. All information
 provided is true and accurate to the best of my knowledge.

FOR OFFICE USE ONLY

LOAN AMOUNT APPROVED _____ Full Time Part Time Hours _____

PRIOR DGML? No Yes (when _____)

HOW REPAY? _____ DUE DATE _____

APPROVED _____
SIGNATURE DATE

APPROVED (Dir. UBO) _____
SIGNATURE DATE

Donald E. Gardner Memorial Loan Fund

Book Voucher

Frequently Asked Questions

Am I eligible for a book voucher?

To be eligible for a book voucher you must be receiving Title IV funds (i.e. Pell Grants, SEO Grants, Direct Loans, PLUS Loans, or Perkins Loans) as part of your financial aid award and the Title IV funds must have been eligible for posting to your account 10 days prior to the semester. If you don't know if you're receiving Title IV funds contact the University Business Office and we will assist you. You must also have enough guaranteed financial aid to pay your JMU charges and provide you with a refund once the financial aid is disbursed. This loan is available to students from 10 days prior to the semester until the end of the add drop (7 days into the semester) and must be repaid within 90 days.

What is the maximum book voucher I can get?

Your book voucher will be no more than \$500 or your expected refund amount, whichever is smaller. Your expected refund amount will be calculated based on the charges on your account and your guaranteed financial aid. Grants and JMU scholarships are automatically guaranteed. For student loans to be guaranteed you must have completed both your entrance counseling and master promissory note. For parent PLUS loans to be guaranteed the loan must have a disbursement date and be designated as refundable to the student.

What do I have to do to get a book voucher?

To apply for a book voucher complete the book voucher application on the other side of this page. Take that to the University Business Office on the fifth floor of the Student Success Center or email it to ubo@jmu.edu from your @Dukes email address. We get a lot of email, so your application will be reviewed faster if you bring it in person – usually in just a few minutes. We will review your application to ensure you are eligible and determine how much of a voucher you can receive. You'll sign a promissory note and truth in lending statement saying that you understand that this is a loan and must be repaid. At that point your book voucher is ready to go.

How can I use my book voucher?

Your book voucher will be charged against your student account and funds will be put on your FLEX account to match the charge. Usually this will happen the same day you sign the promissory note. You can use your FLEX to pay for your books in-person. If you wish to opt out of receiving the voucher funds via FLEX, please contact our office to discuss alternatives.

How will the book voucher impact my financial aid refund?

Your financial aid refund will be smaller because of the book voucher. The book voucher is a short term advance of your financial aid. When the aid comes in the advance is repaid along with your normal charges and the remainder is refunded to you. The voucher will not impact the speed of your refund.

What happens if my student account balance changes?

If you add a meal plan, enroll in additional classes or your charges increase some other way, you will be responsible for making sure that difference is paid. If your financial aid refund has not come through yet this may happen automatically. If it has already been sent to you (or your book voucher was for the entire amount) you will need to make payment arrangements with the University Business Office.

Who can I talk to about the book voucher?

Contact the University Business Office at 540-568-6505 or email us at ubo@jmu.edu.