

Bloomsburg University

University Store Charges using Excess Financial Aid

A process for students to purchase textbooks and other course-related materials at the University Store using excess financial aid is available. If you have pending Financial Aid in excess of the charges on your account for tuition and fees, and you complete the "To Do" requirement **Registration – Term 20XX** (term registration for each term) and you grant permission in MyHusky to use this excess aid to pay University Store charges, you can use your student ID to purchase textbooks and course-related materials up to \$600. No cash back will be given at the time of purchase.

In order to complete the "To Do" requirement **Registration - Term 20XX** (for each term), click on the link shown below on the Student Center page of your MyHusky account and complete the process:



This registration process is self-explanatory, but if you would like additional instructions, they are located at: <http://intranet.bloomu.edu/documents/myhusky/registration.pdf>.

Once the Term Registration is completed, you will need to grant permission in MyHusky by doing the following:

1. Log into your MyHusky account.
2. Under the Finances section, click View Student Permissions, then click the arrows.



- Click on Grant Permissions. You only need to do this once and it will remain in effect until revoked. Other permissions may also appear, such as e-signature.

The left screenshot shows the 'Student Permissions' section with a message: "No student permission information on file." Below this message is a button labeled "GRANT PERMISSIONS" which is circled in red. The right screenshot shows the 'Student Permissions' section with a table of assigned permissions. The table has two columns: "Permission Form" and "Description". The first row is "ESIGNATURE" with the description: "I consent to conduct business electronically with Bloomsburg University of PA. This consent pertains to all areas of University business including, but not limited to, all ISIS functions with the bursar, financial aid, admissions, and registrar areas." Below the table is a button labeled "GRANT PERMISSIONS" which is circled in red.

- Read the statement regarding Title IV Financial Aid funds, make sure the PAYBALANCE button is filled in , and click **NEXT**.

The screenshot shows the "1. Select Permission Form" step. It includes a warning message: "IF YOU ARE RECEIVING FINANCIAL AID PLEASE READ AND TAKE APPROPRIATE ACTION. NO ACTION IS REQUIRED IF YOU ARE NOT A FINANCIAL AID RECIPIENT." Below this is a scrollable text area with the following text: "This may result in an outstanding balance on your student account and cause late charges to be assessed. You are not required to give authorization but if so, you may rescind the authorization at any time in person at the financial aid office during normal business hours. Once the authorization is signed the Secretary of Education considers the initial authorization to continue to be valid for future years so long as the University notifies the student/parent in subsequent years before applying the Title IV financial aid to the student's account." Below the text is a table with two columns: "Permission Form" and "Description". The first row is "PAYBALANCE" with the description: "I hereby grant permission to allow restricted payments, such as Title IV Financial Aid funds to pay charges on my student account. This includes University Bookstore charges and balances in terms other than current." The radio button next to "PAYBALANCE" is circled in red. Below the table are two buttons: "CANCEL" and "NEXT". A red arrow points from the "NEXT" button to the "PAYBALANCE" row.

- Click on the box next to "Yes, I have read the agreement" and click Submit.

The screenshot shows the "2. Permission Form Agreement" step. It includes the text: "I authorize the university to retain in my account any excess Title IV financial aid funds and apply them toward any charges that may appear on my account for the academic year." Below this is another paragraph: "I hereby grant permission to allow restricted payments, such as Title IV Financial Aid funds to pay charges on my student account. This includes University Bookstore charges and balances in terms other than current." Below the text is the text: "The agreement is dated: 05/09/2012". Below this is a checkbox labeled "Yes, I have read the agreement" which is checked and circled in red. Below the checkbox are three buttons: "CANCEL", "PREVIOUS", and "SUBMIT". A red arrow points from the "SUBMIT" button to the "Yes, I have read the agreement" checkbox.

You have now granted the necessary permission. Completing this process now will ensure your records are transferred to the University Store timely. Permission only needs to be granted once as it remains in effect until revoked.

If you have excess financial aid available, you will be able to use your student ID to purchase course related materials, up to \$600, at the University Store. The University Store charges will be placed on your student account prior to the Financial Aid disbursement. If you still have a credit balance on your account after all charges are paid, a refund will be issued to you within 14 days after disbursement. In order to expedite your financial aid refund, please sign up for direct deposit.

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MyHusky

Bloomsburg University of Pennsylvania

ID

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