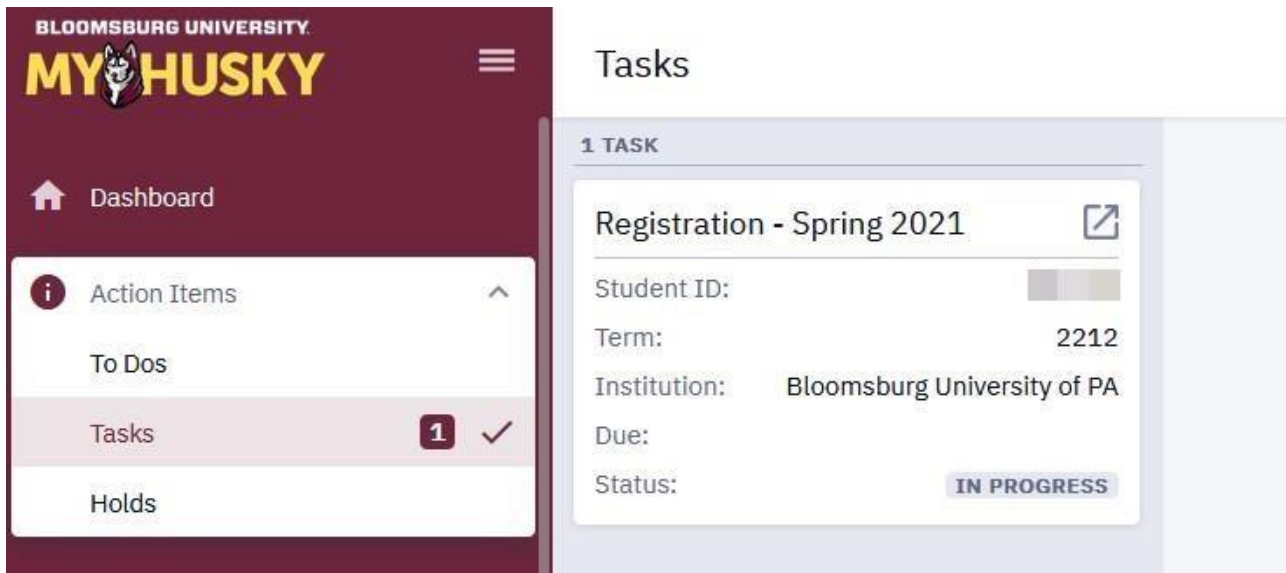


# Bloomsburg University

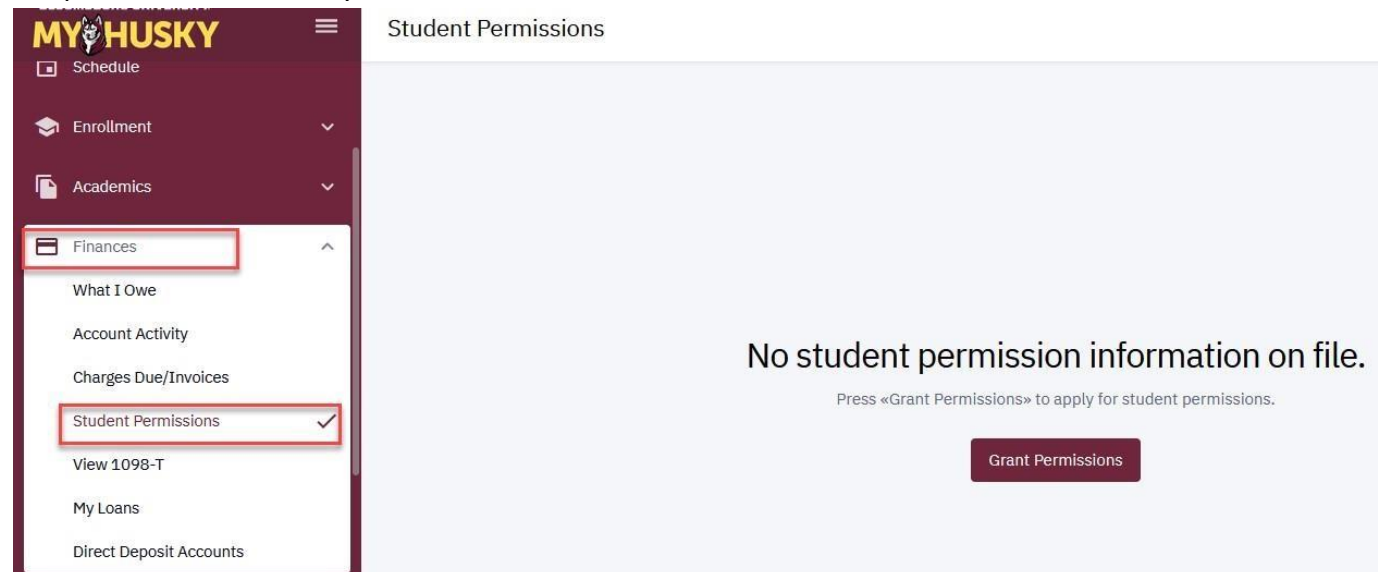
## University Store Charges using Excess Financial Aid

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, complete the "Task" for **Registration – Term 20XX** (term registration for each term), and 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 of your excess financial aid). No cash back will be given at the time of purchase.

In order to complete the "Task" **for Registration - Term 20XX** (for each term), click on Action Items and select Tasks. Select the Registration - Term 20xx task box and complete the registration process for the current term.



Once the Term Registration is complete, you may need to grant permission in MyHusky to use your financial aid to pay for balances other than tuition. This only needs to be completed once, not every semester.



Under the Finances section, select Student Permissions and press Grant Permissions.

Scroll down until you see the permission you want to grant and select it by clicking in the circle to the left.

## Permission Form Agreement



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.

ESIGNATURE

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 MyHusky functions with the bursar, financial aid, admissions, and registrar.

PAYBALANCE

I hereby grant permission to use restricted payments, such as Title IV Financial Aid funds to pay my student account. This includes University Bookstore charges, Inclusive Access Online Books charges and balances in terms other than the current.

TITLE4\_AID

I hereby grant permission to allow Title IV Financial Aid funds to pay charges on my student account. Allowable charges include tuition, mandatory fees, housing, meals, health center fees and other miscellaneous charges.

Cancel

Confirm

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

## Permission Form Agreement



Please read the permission description noted below and check the agreement box before proceeding.

The agreement is dated: 01/22/2021

Yes, I have read the agreement

Cancel

Submit

A message will briefly display on the top right corner of your screen stating your permission form has been accepted. It will then add the permission form accepted to your Student Permissions List. To grant other permissions select Grant Permissions. Permission only needs to be granted once as it remains in effect until revoked.



Student Permissions List

Display Student Agreement

Grant Permissions

PERMISSION FORM

DESCRIPTION

PAYBALANCE

I hereby grant permission to use restricted payments, such as Title IV Financial Aid funds to pay my student account. This includes University Bookstore charges, Inclusive Access Online Books charges and balances in terms other than the current.

If your excess financial aid is available to use at the University Store it will show on your "To Dos" under Action Items as shown below. You will be able to use your student ID to purchase course related materials (up to \$600 of your excess financial aid) 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.

The screenshot shows the My Husky dashboard for Bloomsburg University. The left sidebar contains navigation options: Dashboard, Action Items, To Dos (with a notification badge '3' and a checkmark), Tasks, and Holds. The main content area is titled 'To Dos' and shows '3 TO DO'S'. The first item is 'University Store \$\$ Available' with a right-pointing arrow. Below this item, the following details are listed: Function: STRM, Contact: Office of Financial Aid, Due: 02/08/2021, and Status: REQUESTED. A 'Physical Location' field is partially visible at the bottom.