BOOK ADVANCE REQUEST FORM

BOOK ADVANCE/P.C. ID # 000

Name ________________________________________________________________

Address _______________________________________________________________________________________

Telephone _______________________________________________________________________________________

BOOK ADVANCE AUTHORIZATION

MCNY has partnered with Akademos, a virtual bookstore, to offer students the option of purchasing books online for below list price. Undergraduate students can receive a credit line of up to $300 while graduate students can receive up to $500 for book purchases. If you do not use this line of credit, your student account will not be charged or if you spend less than your line of credit, your account will reflect the actual cost. If your total purchase exceeds your credit line, you will have to pay the difference.

By signing below, I authorize Metropolitan College of New York (MCNY) to release my name, student ID, and line of credit in the amount of $ __________ to Akademos Bookstore. I understand that my balance due to MCNY for __________ 202 __ semester will be increased by the actual amount I am charged for at Akademos (up to that amount of my credit line). I agree I will repay this amount to MCNY if my financial aid is not sufficient to pay my entire bill in full. This book advance will expire one month from the first day of class.

An email will be sent stating the status of your book advance request within 48 hours to your student email address or to the email address you have chosen to use in conjunction with the account you have created on the Akademos website.

Please visit http://metropolitan.textbookx.com in order to purchase your books. You can also have your books mailed to MCNY’s mailroom on the 11th floor.

Note: Only students who have satisfied all admission requirements can apply for a Book Advance. Your Book Advance number is your student ID number and should not be shared with other parties to avoid unauthorized usage. Furthermore, please do not use the hyphen when putting in your student ID number on the Akademos website when purchasing your books.

If you need further assistance, please contact us by email at boffice@mcny.edu, phone 212.343.1234 x5002, or stop by the Bursar Office located on the 6th floor.

_________________________________________  __________________________
Student Signature                      Date