

60 West Street 6th FL. New York, NY 10006

Tel: 212-343-1234 ext. 5002 Fax: 646-613-2975 Email: [boffice@mcny.edu](mailto:boffice@mcny.edu)



## Book Advance Authorization Request Form

STUDENT IDENTIFICATION # 000

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

### BOOK ADVANCE AUTHORIZATION FORM

Pell eligible students can be granted a refund advancement of up to \$300.00 towards the purchase of books & supplies. By signing below, the student understands understand that:

- **Student must be enrolled for the semester that they request the Book Advance.**
- **Student must be Pell eligible and submit all required paperwork to the financial aid office and satisfy all Admissions requirements if they are a new student.**
- **Student must have a Title IV credit balance available.**
- Student will receive a book advancement of no more than \$300.00.
- Book Advance submissions will not be accepted after 1 month from the first day of classes for the semester of the request.
- If the student is approved for the book advance, the student authorizes the Metropolitan College of New York to advance a partial refund to them prior to the first day of class.
- Student refunds are processed weekly by BankMobile and will be issued to the student based on the refund preference they have selected at <https://bankmobilevibe.com/>. Failure to select a refund preference will result in a delay in the issuance of the student's refund.
- Student is responsible for full repayment to the Metropolitan College of New York in the event that the student's financial aid eligibility changes or their awards require re-calculation due to a change in his or her course schedule. He or She will be responsible for any balance incurred due to the Book Advance.
- If the student does not receive financial aid or withdraws prior to receiving his or her financial aid, all outstanding charges including the book charge will be their responsibility.

For all students that are not Pell eligible, MCNY has partnered with Akademos, a virtual bookstore, to offer students the option of purchasing books online at <http://metropolitan.textbookx.com> 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 \_\_\_\_\_ 201\_\_ 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.**

**Note: 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 ID number on the Akademos website when purchasing your books. Also, an email will be sent to your MCNY Outlook email stating the status of your book advance request within 48 hours.**

If you need further assistance, please contact us by email at [boffice@mcny.edu](mailto:boffice@mcny.edu), phone 212.343.1234 x5002, or stop by the Bursar Office located on the 6th Floor.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date