

**LINCOLN UNIVERSITY GRADUATE PROGRAMS
BOOK VOUCHER REQUEST FORM**

IMPORTANT: BOOK VOUCHERS ARE ONLY AVAILABLE FOR STUDENTS WHO HAVE BEEN AWARDED FINANCIAL AID FOR THE ACADEMIC YEAR.

PLEASE NOTE: THE PROCESS FOR ON-LINE BOOK PURCHASES IS A TWO-STEP PROCEDURE.

STEP ONE

E-mail your Book Voucher Request Form to the Office of the Bursar at bursaroff@lincoln.edu or fax it to (484) 365-8130. Please visit your **student account** via **Web Advisor** to check if the **book voucher** has been **approved**. The deadline to request a book voucher is the last day to add and drop courses. Please refer to the University Calendar for an exact date.

STEP TWO

Proceed to www.lincoln.edu under Student Life click on **University Bookstore** to order your textbooks. For students who are pursuing a Book Voucher, your textbooks will not be shipped until the University Bookstore receives confirmation of your approved Book Voucher.

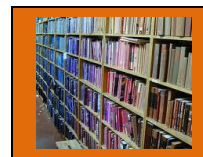
(Please note that your books must be ordered on-line and can be ordered even if your Book Voucher is pending approval from the Office of the Bursar. You are reminded that approval must be processed within 48 hours to honor your order.)

Click on **TEXTBOOKS**, you will be prompted to **Select Your Program** (Lincoln University), **Select Your Term**, **Select Your Department** (EDU for Master of Education & Master of Science in Reading, HUS for Master of Human Services, MSA for Master of Science in Administration, and SOC for Pre-Master's), **Select Your Course** (based on your assigned courses) and **Select Your Section**. Next, click on **Add to Cart and add another Course**. Continue until you have selected all textbooks based on your courses registration. Once you have finalized your book selection, click on **Add to Cart and go to Cart**. This provides you with a summary of your order and begins the check-out process. At this point, please follow directions as outlined. First-time shoppers must register on-line with the Bookstore and **ALL** students are reminded that the Student ID and/or the Financial Aid account number will be your Colleague ID #.

NOTE: Textbook New OR Used Condition Preference. Because the textbook inventory can change, the University Bookstore would like to know your preference regarding the availability of your textbooks.



- ☐ If my requested new **OR** used textbook is unavailable, please replace with the new **OR** used condition that is in stock. This may affect my order total.
- ☐ If my requested new **OR** used textbook is unavailable, **DO NOT** replace the item, I understand that the unavailable item(s) will be **CANCELLED** from my order.



If you are paying by credit card, you can purchase your textbooks anytime by visiting [University Bookstore](http://www.lincoln.edu) and proceed with the directions starting with STEP TWO.

Student's Name: _____ CID# _____

Term: **Fall (Year)** _____ **Spring (Year)** _____ **Summer (Year)** _____

Student's Academic Program: MED _____ MHS _____ MSA _____ MSR _____ PRE-MASTER'S _____

Please process my Book Voucher for the following amount(s):

TEXTBOOKS: Textbook Total = \$ _____ (Indicate exact amount)

SUPPLIES: Supplies Total = \$ _____ (Indicate exact amount)

***SHIPPING:** Shipping Total = \$ _____

*(Average cost for Next Day = \$30.00-\$35.00; Second-Business Day = \$25.00-\$30.00; Regular Ground = \$25.00
Please indicate your preference for shipping and incorporate the cost above in the Grand Total.)

GRAND TOTAL = \$ _____

Student's Signature _____ Date _____

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