

To obtain a voucher

Financial Aid Students:

- You must have filed for and be eligible for Financial Aid to qualify for a voucher. You will need to contact the Campus Cache JKB109 to fill out a promissory note and have your funds verified.

Students whose financial aid has already been disbursed are not eligible for a financial aid book voucher.

- Estimate your book costs to include shipping, we recommend estimating \$25 per book for shipping. An estimate can be obtained by logging onto to the Virtual Bookstore at <https://bncvirtual.com/matsu> and completing the ordering process up to the invoice. Due to the time difference, vouchers may take up to 24 hours to process and be available for online ordering.
- You may also fill out the electronic Textbook Request Form on our website at <https://matsu.alaska.edu/offices/campus-cache/textbooks>

Agency Students:

- Contact your caseworker to make sure your paperwork has been sent to the college.
- Bring an estimate of book costs (including shipping) to the Campus Cache JKB109 and a voucher will be issued. An estimate can be obtained by logging onto to the Virtual Bookstore (<https://bncvirtual.com/matsu>) and completing the ordering process up to the invoice. Due to the time difference, vouchers may take up to 24 hours to process and be available for online ordering.
- Contact the Agency Technician in the Campus Cache JKB109 or by calling (907) 745-9739 option 2, to be sure your paperwork has been processed and a voucher issued.

Other Students:

- If you are not using financial aid or your financial aid cannot be verified you can come into the Campus Cache JKB109 and make a payment on your account with cash, check, or money order. At that point, we will issue a voucher for books. ***Any money that is not used to purchase books will be applied toward your outstanding balance, if any.***

If you have any questions about ***vouchers or textbook ordering*** please contact Campus Cache staff at (907) 745-9739 option 1.

If you have questions about your ***financial aid status*** contact the Financial Aid office at (907) 745-9719.