

How to Complete an Online Book Voucher

Please click the link below to complete your Bookstore Voucher. This voucher will be emailed to the Campbell Solution Center and if funds are available they will be placed on your Book Store account within 24 hours.

You can find out the amount of your excess financial aid by reviewing your account under the student finance tile in self-service.

https://secure.na1.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhAsXtdrSK0IyWIG4npj7aN3TXGyLDokQqN5OA0C1kZ8nxIFRUPgi75_oXEHpYQo_gM*

You will be directed to the following E-Sign Document:



I have received an estimate cost of my **books** for this semester from the Campus Book Store.

_____ has received \$ _____ in **book credit** on their

Student ID swipe card on ___/___/___.

By signing this form, I understand that:

- The amount that I am placing on my **Book Store Account** **CANNOT** be refunded back to my student billing account.
- I will not be able to receive any cash refunds if I do not use all of the funds on my **Book Store Account**. These funds will stay on the **Book Store Account** for future semester use.

Student Signature _____ Date _____

Student ID _____

Upon leaving Gwynedd Mercy University, it is the student's responsibility to request a refund of their excess funds from their bookstore and flex accounts. Please email studentbilling@gmrcyu.edu with this request and allow 2 weeks for processing- otherwise the amount will be forfeited.



I have received an estimate cost of my **books** for this semester from the Campus Book Store.

* _____ has received \$ _____ USD in book credit on their Student ID swipe card on _____.

In the first blank, please enter your name. In the next blank, please enter how much of your credit you would like to use for your books.

PLEASE NOTE Once the money is moved to your bookstore account, it cannot be moved again. Any excess money moved will remain on your bookstore account until you depart from the University.

In the next blank, enter the date you are completing the form.

After you have entered the information above, please sign. You will also need to enter your Student ID number. This is **NOT** the number located on the back of your ID card. You can find your Student ID number by logging onto your Self Service (it appears under your picture when looking at the Finance tab and is called your Colleague ID.)

By signing this form, I understand that:

- The amount that I am placing on my **Book Store Account CANNOT** be refunded back to my student billing account.
- I will not be able to receive any cash refunds if I do not use all of the funds on my Book Store Account. These funds will stay on the Book Store Account for future semester use.

Student Signature Click here to sign Date Apr 28, 2020

Student ID * _____

Upon leaving Gwynedd Mercy University, it is the student's responsibility to request a refund of their excess funds from their bookstore and flex accounts. Please email studentbilling@gmercyyu.edu with this request and allow 2 weeks for processing- otherwise the amount will be forfeited.

Once you have completed the E-sign Document in its' entirety, please click the "Submit" button. The document will send you back an email that asks you to verify your email. Hit Verify. Please allow 24 hours for the Campbell Solution Center staff to apply the funds to your book store account. You can email us with any questions at Campbellsolutioncenter@gmercyyu.edu