

Policy Title	Book Voucher
Policy Number:	ADM 4.06
Department:	SCHS
Functional Area:	Finance
Contributing Department	
Approved by:	RHEI Leadership Team
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Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 4

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

It is the policy of Southside College of Health Science (SCHS) that that all students are issued a Book Voucher as a means to obtain or purchase books in advance of the start of the Semester or Term (Module).

III. Purpose

The purpose of this policy is to establish internal controls and procedures for administering Book Vouchers.

IV. Scope

This is an institution-wide policy that applies to all students who are enrolled at SCHS, regardless of Title IV Financial Aid utilization.

V. Policy Details

A. Designation of a Responsible Party

Subject to appropriate oversight by the Chief Financial Officer, the Director of Financial Aid is responsible for monitoring compliance with the requirements of this policy and applicable Title IV Regulations.

B. Issuance of Book Vouchers

A Book Voucher is a voucher which is issued to students in conjunction with SCHS' online bookstore so that students have a financial resource to purchase books required by the academic program in advance of the applicable Semester or Term (Module) and (when applicable) prior to disbursement of Title IV Financial Aid funds. All students enrolled in the upcoming Semester or Term (Module) are issued a Book Voucher, regardless of Title IV Financial Aid utilization. Book Vouchers are generally issued and available to students via SCHS' online bookstore thirty (30) days in advance of the upcoming Semester or Term (Module). Students are notified electronically via the Student Information System (SIS), in accordance with ADM 12.2 Student Communications policy, when the Book Vouchers are issued with instructions on how to utilize the Book Voucher.

Book Voucher amounts are established based on the estimated costs to purchase books (that are required by the academic program) and included in Cost of Attendance (COA). COA is published annually in the SCHS College Catalog and on the website.

Students are not required to utilize Book Vouchers. Any student wishing to "opt-out" of utilizing the Book Voucher can do so by not ordering books through SCHS' online bookstore.

C. Book Charges and Student Responsibilities

Book Vouchers are issued in conjunction with SCHS' online bookstore so that students have a financial resource to purchase books required by the academic program in advance of the applicable Semester or Term (Module) and (when applicable) prior to disbursement of Title IV Financial Aid funds. Book Vouchers are considered a financial obligation and are posted to the Student Account as Other Charges. Other Charges related to books (Book Charges) purchased through SCHS' online bookstore with the Book Voucher are subject to all requirements as set forth in ADM 4.04 Student Accounts policy.

It is the student's responsibility to ensure that payment is received, or adequate Financial Aid is scheduled, to cover Book Charges in accordance with the payment deadline established in ADM 4.04 Student Accounts policy. Further, it is the student's responsibility to know and understand which Financial Aid funds may be utilized to cover Book Charges.

SCHS' online bookstore allows returns of certain books within certain time frames. Students are responsible for adhering to such return policies. Any eligible credits for such book returns will be posted to the Student Account. Students may incur shipping and/or restocking fees, which are also posted to the Student Account.

D. Title IV Regulations

Title IV Regulations require institutions to provide a mechanism for students meeting certain eligibility requirements to purchase books and supplies in advance of a Semester or Term (Module) and prior to disbursement of Title IV Financial Aid. The Book Voucher provided to students meets the Title IV Regulation as further described in 34 CFR § 668.164(m).

VI. Definitions

Book Voucher

It is a voucher that is issued to students in conjunction with SCHS' online bookstore so that students have a financial resource to purchase books required by the academic program in advance of the applicable Semester or Term (Module) and prior to disbursement of Title IV funds.

Cost of Attendance (COA)

Is the anticipated cost that a student may incur during an academic year to attend college. COA typically includes costs for Tuition and Fees, books, course materials, supplies & equipment, living expenses, transportation, personal and professional credential (i.e., NCLEX, AART, ARDMS) expenses. COA does not reflect the actual charges that a student will incur. COA is published annually in the SCHS College Catalog and on the website.

Financial Aid

Is any source of financial funding to defer a student's Cost of Attendance (COA). Examples of Financial Aid may include, but are not limited to, Title IV Financial Aid – Federal Pell Grant, Federal Work Study (FWS), Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Direct Loans (Subsidized, Unsubsidized and Parent PLUS), Scholarships, Third-Party Payors, etc.

Financial Aid Office

Collectively refers to the Director of Financial Aid, Associate Director of Financial Aid, and Financial Aid Specialists, who are responsible for the timely and accurate awarding, scheduling, and reconciliation of Financial Aid.

Other Charges

Are charges assessed to the Student Account, which may include but are not limited to, application fees, books, uniform(s), laptop computer bundle, NLN exam, etc.

Semester

Is the standard measurement used to group weeks of instructional time in the academic year. Specific to the Radiologic Technology (RAD) and Diagnostic Medical Sonography (DMS) programs, Semester is a period of enrollment and includes fall (16 weeks), spring (16 weeks), and summer (15 weeks). For Title IV purposes, a Semester also denotes a Payment Period.

Student Accounts

Collectively refers to a student specific record of all pending, scheduled or posted financial transactions over the duration of program enrollment. Student Accounts generally refers to transactions contained within the Registration Bill (generally pending or anticipated transactions) and Student Ledger Card (posted transactions).

Student Information System (SIS)

Is the information system used to manage and/or administer student data including, but not limited to, application, admission, registration, Financial Aid, Student Accounts, academic records, etc.

Term (Module)

Specific to Nursing, a Term (Module) is an eight (8) week period of enrollment and instructional time. For Title IV purposes, a Term (Module) also denotes a Payment Period.

Title IV Financial Aid

Is federal Financial Aid authorized by Title IV of the Higher Education Act of 1965, as amended. Title IV Financial Aid programs that SCHS participates in include Federal Pell Grant, Federal Work Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Direct Loans (Subsidized, Unsubsidized and Parent PLUS).

Title IV Regulations

Are requirements imposed under Title IV of the Higher Education Act of 1965, as amended, that institutions must comply with to participate in Title IV Financial Aid programs.

Tuition and Fees

Are charges incurred for academic instruction (Tuition) and other fees related to student learning resources, technology, White Coat ceremony (when applicable), campus activities, student benefit funds and graduation activities (Fees).

VII. Attachments

N/A

VIII. Related Policies and Procedures

ADM 1.12 Student Communication
ADM 4.02 Federal Financial Aid Programs
ADM 4.04 Student Accounts
ADM 5.01 Financial Refunds

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS), a department owned and controlled by Bon Secours Mercy Health Petersburg, LLC (d/b/a Southside Medical Center), and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	8/1/2020	N/A	Revisions and new template	N/A	Dean of Finance
2.0	8/1/2022	N/A	Update for Chief Financial Officer and change opt-in procedures	1.0	CFO
3.0	8/1/2023	N/A	Update to definitions, Term (Module), Book Voucher	2.0	CFO
4.0	8/1/2024	N/A	Revisions for Book Voucher (previously Book Advance) and eligibility requirements for issuance	3.0	CFO
5.0	5/19/2025	5/19/2026	Removed (curriculum effective Fall 2023). Minor formatting changes	4.0	CFO
6.0	8/01/2026	5/01/2027	Updated for FWS and FSEOG programs, FAO revision, and minor language edits.	5.0	CFO
1	8/1/2026	5/1/2027	Version Changed - BSMH Template Adopted	5.0	CFO

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.