OU UWC Scholars Program Reimbursement Guidelines for Required Course Materials

Important Note: Students must request reimbursement during the same semester the materials are required. There will be no retroactive reimbursements for course material purchases. Please take care of all necessary course materials reimbursements as early in the semester as possible.

Book Voucher purchases: If a purchase is not allowable on the book voucher loaded every semester on students’ OU IDs, it will be declined at the bookstore register. If there are materials or academic supplies at the bookstore that a student feels the book voucher should cover but doesn’t, please email our office at uwcscholars@ou.edu for a case-by-case review.

For any other issues using the book voucher at the OU Bookstore, please contact the OU UWC Scholars Office at uwcscholars@ou.edu.

Course Materials eligible for reimbursement from the OU UWC Scholars Program:

Textbooks required for courses not available at the OU bookstore: These can be purchased online or at another bookstore. Students must submit a syllabus, course materials list, or email from the course instructor confirming the material is a requirement. In addition, students MUST submit any receipts or other purchase confirmations to be reimbursed.

Printed Course Materials/Packets: Readers, course packets, or other required course materials from local copy shops -- Crimson & Cream Copy Shop, King Kopy, etc. -- are eligible for reimbursement. Students must submit a syllabus, course materials list, or an email from the course instructor confirming the material is a requirement. In addition, students MUST submit any receipts or other purchase confirmations to be reimbursed.

Academic-related tools/equipment not available at the OU bookstore: Any lab materials, safety equipment, calculators, or other academic-related materials not available for purchase at the OU bookstore that are required for a course may be reimbursed. You MUST obtain pre-approval from the UWC Scholars Program staff before you may make this type of purchase. To gain approval, students must submit a syllabus, course materials list, or an email from the course instructor confirming the material is a requirement. In addition, students MUST submit any receipts or other purchase confirmations to be reimbursed.

*Some exceptions to the academic-related tools/equipment reimbursement are musical instruments, photo/video cameras, accessories, etc. Students enrolling in the types of courses which require these tools/equipment/instruments are responsible for the entire cost themselves.

When in doubt about reimbursement or allowable purchases, please obtain pre-approval and details by contacting the OU UWC Scholars Program staff via email at uwcscholars@ou.edu or drop by the offices: Cate 4 Rooms 380 & 381.