

# UWC Scholars Program Book Vouchers: Policies & Guidelines

Book vouchers are a part of the UWC Scholars Program scholarships and they operate like a credit account that allows students to charge the cost of required course materials to their bursar accounts. Vouchers are activated two to four weeks before the start of classes each semester and are only available for use at the official online OU Bookstore. Online Bookstore vouchers are active for 6 weeks of each semester and are to be used only for current semester/term courses. Book voucher charges are charged to a student's bursar account and eligible and valid charges are then paid by the UWC Scholars Program scholarship funds.

## Online OU Bookstore Voucher Codes: Textbooks and Required Course Materials

- Students will receive an email before the start of each semester listing their book voucher code, available balance, and the expiration date. A new voucher code is issued for each new semester.
- **This voucher code is to be used on the online OU Bookstore website for required course materials (textbooks, access codes, lab materials etc.) only. The voucher system restricts purchases to those listed under enrolled courses as "Required". Any unauthorized purchases will be canceled automatically by the system.**
- If any unauthorized/ineligible book voucher purchases finalize, the cost will be charged to the student's bursar account and be the student's financial responsibility.
- Required textbooks and other course materials not available at the OU Bookstore follow [the Reimbursement/Check Request Guidelines](#). **Please email [uwcscholars@ou.edu](mailto:uwcscholars@ou.edu) before purchasing anything that is unavailable to you at the OU Bookstore.**
- **Vouchers are not to be used for Express shipping on the OU Bookstore.** This is a significant extra cost that should only be used sparingly for special circumstances, e.g. intersession materials or book posted by course instructor late—please email us for approval.

Eligible/Ineligible **Online** Bookstore Voucher Purchase List (not all-inclusive):

Eligible
<ul style="list-style-type: none"> <li>• Required textbooks, lab and course materials for enrolled courses only</li> </ul>
<ul style="list-style-type: none"> <li>• Required Online Access Codes &amp; iClickers</li> </ul>
<ul style="list-style-type: none"> <li>• Required Lab Equipment (goggles etc.)</li> </ul>

Ineligible
<ul style="list-style-type: none"> <li>• Water Bottles</li> </ul>
<ul style="list-style-type: none"> <li>• Any other electronics, technology, or accessories—USB drives, cords, computer accessories etc.</li> </ul>
<ul style="list-style-type: none"> <li>• No clothing or accessories</li> </ul>
<ul style="list-style-type: none"> <li>• No games or gift items</li> </ul>
<ul style="list-style-type: none"> <li>• Books (textbooks and regular books) that are not required materials for enrolled courses.</li> </ul>
<ul style="list-style-type: none"> <li>• Backpacks</li> </ul>
<ul style="list-style-type: none"> <li>• Stationery &amp; School Supplies</li> </ul>
<ul style="list-style-type: none"> <li>• Calculators - unless listed under the course as "Required"</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>This is not an all-inclusive list. These are examples and general categories. Should you have questions, ask the UWC Scholars Program staff first.</u></b></li> </ul>

## Stationery & School Supplies

- Basic stationery items and school supplies will be made available at the Cate 4 UWC Scholars Offices throughout the semester. Typically these items will be made available up to a week before classes start each semester.
- Backpacks are provided freshmen year and then on request.
- Any specific stationery or school supply items not provided at the offices can be requested. Either to be ordered (if many students prefer or need a particular item) or on an individual basis. Individual requests will be reviewed case by case and if approved will follow the check request/reimbursement guidelines.
- Academic planners/agendas will be covered with pre-approval and purchased through the check request/reimbursement process. Calculators are covered if listed as required by a course in the bookstore or if necessary for a student's major.
- Any unauthorized/ineligible stationery or school supply purchases without documentation (receipts not submitted to the UWC Scholars Program Offices) will be the student's financial responsibility.

# UWC Scholars Program Book Vouchers: Policies & Guidelines

## Other General Guidelines for UWC Scholars Vouchers

- If one of your courses requires something on the ineligible list—email us and send a syllabus or email from the instructor listing the item as required. We can then authorize you to go through the reimbursement/check request process for the required material.
- If a course material or textbook is recommended or suggested by an instructor—please email us documentation and relevant course information and we will review it on a case-by-case basis.
- If you unexpectedly need to buy required items after the active book voucher period has passed, we are able to reactivate your book voucher for those purchases on a case by case basis. Students' may email these requests to [uwcscholars@ou.edu](mailto:uwcscholars@ou.edu).
- Any course materials for second 9 weeks courses will be handled on a case by case basis. Please email us when you need to purchase materials for these courses.
- Intersession book vouchers will be handled in late November or late April, respectively. We will send out a form then to gather information for these courses and authorize book vouchers for those students.
- **Please do not remove the plastic covering of your textbooks, open your calculators or open/register your access codes** until the first week of classes after ensuring that these materials are what are required by the instructor or in case you switch or drop a course.
- **Dropping Classes & Bookstore Return Policy:** If you decide to drop a class, please return ship your textbooks/course materials to the online bookstore to have the cost refunded on your book voucher. Students must do this within the online bookstore's return deadline for each term for the full refund. Shipping costs will be deducted from the voucher. Failure to do so will result in the bookstore charges remaining on the student's bursar account and become the student's personal financial responsibility. It always important to save bookstore email receipts for this purpose and for submission to the UWC Scholars Program office as required.
- **If your instructor changes books for the course or if you later find your materials are not needed,** please return ship them to the online bookstore within the full-refund period as well. Shipping costs will be deducted from the voucher. If you are unable to do so, please turn in the book to the UWC Scholars office for other students to use. The UWC Scholars office will also take textbooks and materials at the end of the semester for the same purpose, if the student will not need them later.

# UWC Scholars Program Book Vouchers: Policies & Guidelines

## Reimbursement/Check Request Guidelines

The OU UWC Scholars staff understand that not everything required for your courses is available at the OU Bookstore. These guidelines are for current students requesting a check to purchase, or a reimbursement for the purchase of, required course materials not available at the OU Bookstore. Please refer to these guidelines before purchasing course materials or requesting a check to purchase. **You are also required to submit your electronic or physical receipt(s) to us after the purchase.** These guidelines also address which items are eligible or ineligible for reimbursement. When in doubt, always obtain pre-approval from the OU UWC Scholars Offices at [uwcscholars@ou.edu](mailto:uwcscholars@ou.edu).

Current OU UWC Scholars may use the online form for submitting check and reimbursement requests or email their requests with the appropriate supporting documents. It is located at [www.ou.edu/uwc](http://www.ou.edu/uwc) under "Current Students".

## Course materials eligible for reimbursement/check request from the OU UWC Scholars Program:

**Textbooks required for courses not available at the OU online 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 or to verify that the check requested was used for the approved item(s).

**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/check request. 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 or to verify that the check requested was used for the approved item(s).

**Required academic-related tools/equipment not available at the OU online bookstore:** Any lab materials, safety equipment, calculators, or other academic-related materials not available for purchase at the OU online 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 or to verify that the check requested was used for the approved item(s).

*\*Some exceptions to the academic-related tools/equipment reimbursement are gym or sports equipment, 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.*

**If you have any questions about book vouchers, eligible purchases, documentation, or reimbursements/check requests—please email us at [uwcscholars@ou.edu](mailto:uwcscholars@ou.edu) or visit us in the Buchanan or Cate 4 offices.**