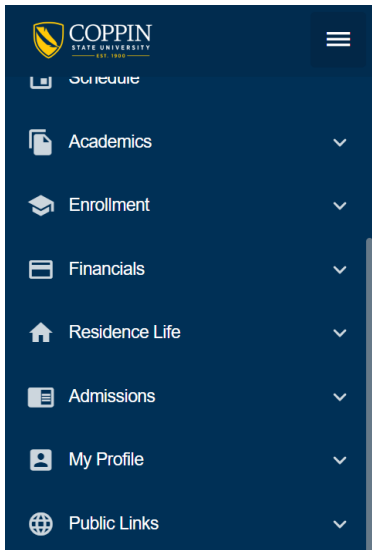


How Do I Request a Book Voucher

1. Click **EagleLINKS Login** to sign-in to EagleLINKS

2. Click on the **Three Bars**  icon to open the menu navigation

3. Click on the **Financials** folder



Financials:

Ability to view and make a **Bookstore/Dining Vchr Request**

Bookstore / Dining Vchr Request – Ability to request a bookstore/dining voucher request for a particular term

BookStore/Dining Voucher Request

New Feature starting Spring 2020:-

- 1) Effective Spring 2020 you can submit a maximum of 2 voucher requests per enrollment term.
- 2) As usual, in your 1st submission, you can request Book Voucher and Declining Balance.
- 3) Thereafter, if you have an absolute need to request additional Declining Balance, then only you do a 2nd submission for Declining Balance amount ONLY.

Eg., In your 1st submission you requested \$100 in Declining Balance. Then the following day, you realized that you should have requested \$200 in Declining Balance. In this case, you do a 2nd submission for an additional \$100 in Declining Balance amount Only. .
- 4) After submitting your first request, please give minimum one day gap to make your 2nd submission.. You need to Sign out and sign in back into your EagleLinks Account and make your 2nd request.

Eligibility :

- 1) You must be enrolled in the current semester.
- 2) Your Anticipated Aid **MUST** be in excess of your outstanding Balance.
- 3) On Campus Students are not eligible for commuter meal plans.

I, UNDERSTAND that the amount of this request is based on the anticipated financial aid and will be charged to my student account. If for any reason, this aid is subsequently removed/not awarded, then the repayment of the transferred amount may be due immediately and will be my responsibility

Agree

Decline