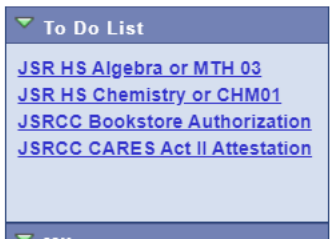
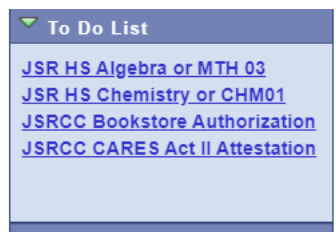


Instructions on how to complete the JSRCC Bookstore Authorization Form

Step 1: Log into your myReynolds Student Center to check your SIS To Do List.



Step 2: Complete all outstanding To Do List Items (including the JSRCC Bookstore Authorization).



Step 3: Read the JSRCC Bookstore Authorization. Click the “submit” button at the bottom of the screen confirming that the student certifies the statement.

Please read the below information carefully before accepting this agreement.

My acceptance of this agreement below certifies that I give my permission to J. Sargeant Reynolds CC and the College Bookstore to access my financial aid information and to charge books and supplies that I purchase against my financial aid for the current term. In accordance with federal regulations, I will use the financial aid that I was awarded ONLY to purchase books and supplies for eligible courses in the current term.

If I decide not to attend, I MUST return my purchases before the last day to drop for the term and I must return my books BEFORE I drop my courses. (Dates are available at the Bookstore).

If my financial aid eligibility is reduced or canceled due to a change in my enrollment status or eligibility and does not cover the amount I have charged, I understand that I am responsible for paying the resulting balance and will be denied future services by the College until I have repaid this debt.

If I do not pay the resulting balance and I am awarded financial aid in a future term, I give my permission for this debt to be deducted from any refund I may be due as long as the debt is \$200 or less.

If I choose to make purchases online, I give my permission to charge the shipping costs against my financial aid for the current term.

I understand that I may cancel or modify this authorization for any future transactions at any time by providing a signed statement to the Financial Aid Office. Additionally, by submitting this form electronically, I am authorizing College bookstore staff to use personally identifiable biographical and financial aid award data to determine the amount of excess aid I have available for use in purchasing allowable books and supplies. In addition, my signature on this form assures that my consent is being given voluntarily.

I certify that I understand and agree to all of the above terms for bookstore purchases using excess financial aid. I voluntarily consent to the use of an electronic record for purposes of providing my authorization to the Bookstore to charge my purchases of eligible course materials against my excess financial aid. I acknowledge that, by logging into the SIS system with my unique credentials, accessing and completing this form, and pressing the "Submit" button, I have given my electronic signature which has the same legal and binding effect as a "wet" or handwritten signature. **WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

submit

cancel