

# Online Book Voucher Request

## How-to-Guide

Howard University is pleased to announce the launch of the online book voucher request system. Beginning Monday, August 23, 2010 at 9:30 am, validated students with sufficient excess funds on their account may now log on to BisonWeb to request a book voucher up to \$750.00 per semester.

In addition, all recipients of an athletic book voucher or a book voucher for the Howard University Freshman Scholarship Program (e.g., Founders, Laureate & Presidential Scholars) may request their vouchers online using this system.

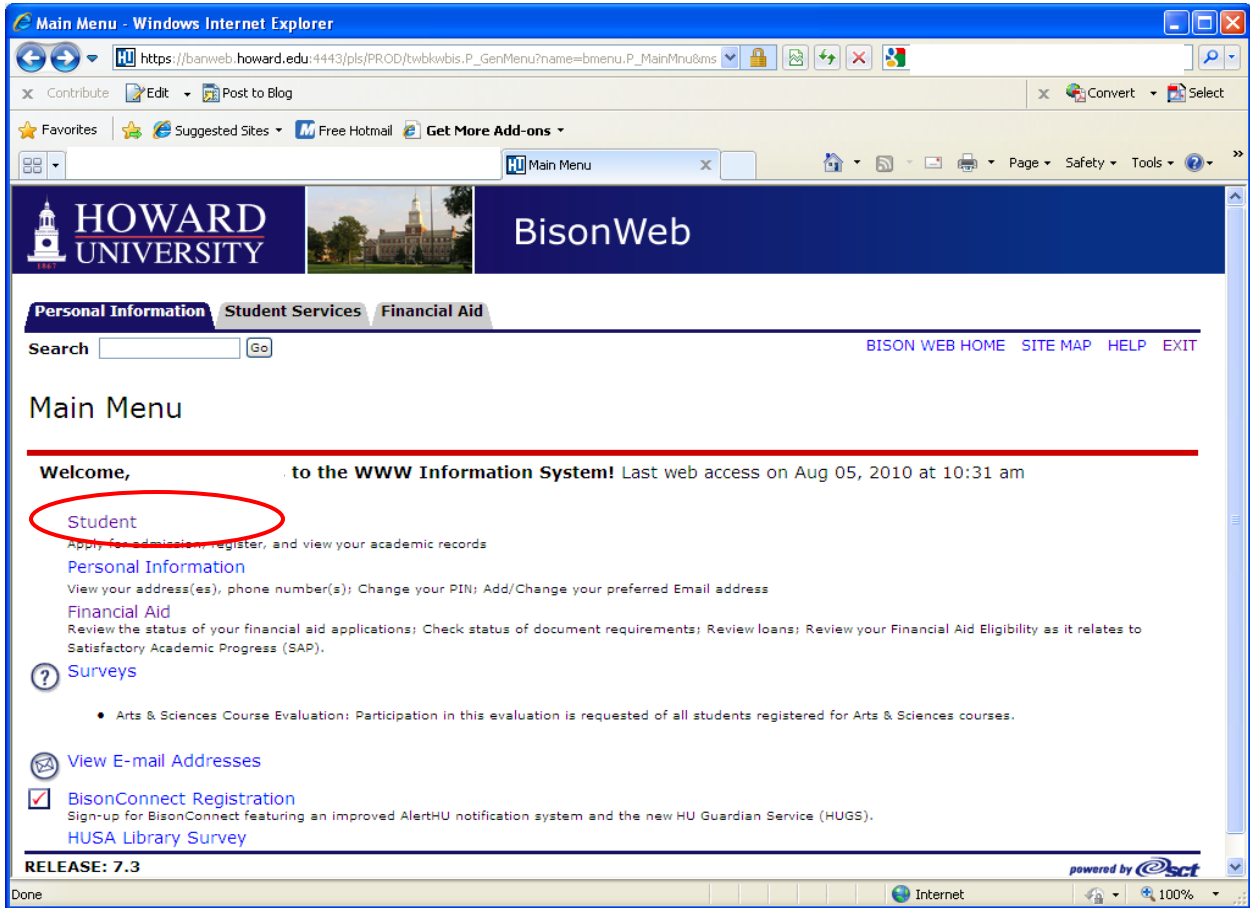
Students no longer need to visit the Office of Student Accounts to request a book voucher.

To utilize this exciting new system, please note the following criteria:

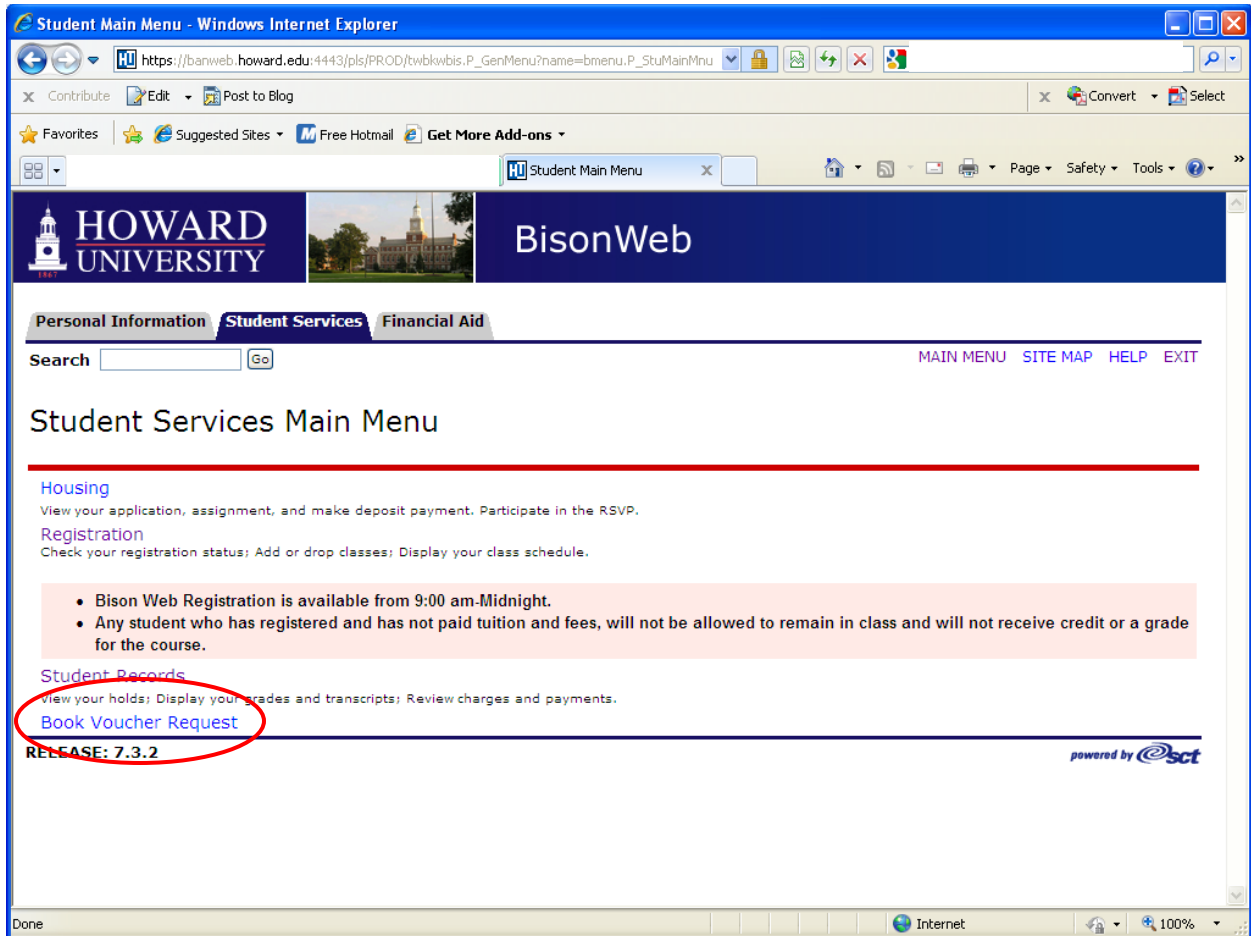
1. You must be validated
2. You must have excess funds (or a book voucher award) on your account
3. You may request a voucher up to the amount of your excess funds to a maximum of \$750.00 per semester
4. You must have a valid Howard University ID Card

**To request a book voucher, login to BisonWeb and follow these steps:**

1. On the Main Menu, select “Student”



2. On the Student Services Main Menu, **select “Book Voucher Request”**



3. On the Book Voucher Request Menu,
  - a. You will see the maximum amount you are able to request.
  - b. **Enter the book voucher amount.** This can be the amount of your excess funds, not to exceed \$750.00.
  - c. **Read** the Terms and Conditions
  - d. **Accept** the Terms and Conditions

Book Voucher Request - Windows Internet Explorer

https://banweb.howard.edu:4443/pls/PROD/bzskcard.pz\_book\_voucher\_request

HOWARD UNIVERSITY

BisonWeb

Personal Information Student Services Financial Aid

Search  Go

STUDENT MENU SITE MAP HELP EXIT

### Book Voucher Request

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Total Amount Available: \$ 500.00

Requested Amount: \$

Do not click the submit button more than once. Doing so may result in errors.

Terms and Conditions

I UNDERSTAND:

- I MUST be validated for the current semester.
- My expected financial aid (not to include outside scholarships) must exceed my tuition, fees, and room and board charges for the current term.
- The amount of the book voucher is not to exceed \$500.00 or the

ACCEPT Book Voucher Terms and Conditions

READ Book Voucher Terms and Conditions

Done Internet 100%

4. After you accept the Terms and Conditions, you will receive a confirmation message.

