

Book Voucher Account Policies

1. As a service to students, Howard University has made the Book Voucher Request available as a function of the Bison One Card.
 - a. The Bison One Card Book Voucher Account is a prepaid account where funds must be added to the account prior to using it for purchases.
 - b. The Book Voucher Account is a privilege and the university reserves the right to cancel and/or suspend the privilege to use the Book Voucher Account at any time for disciplinary and /or administrative reason.
 - c. Validated students with sufficient excess funds prior to refund on their Banner account can request a transfer of up to \$750 per semester to the Book Voucher Account on their Bison One Card.
 - d. Excess funds are defined as monies available after all tuition, fees and other charges have been satisfied.
 - e. Validated student recipients of athletic book vouchers or book vouchers for the Howard University Freshman Scholarship Program (e.g., Founders, Laureate & Presidential Scholars) can also request available scholarship funds be transferred to the Book Voucher Account on their Bison One Card.
2. **Using the Bison One Card Book Voucher Account**
 - a. To utilize the Book Voucher Account on the Bison One Card, students present their Bison One Card to the Howard University Bookstore as payment for books and course related supplies.
 - b. You may not permit another person to use your Bison One Card for purchases.
3. **Book Voucher Term**
 - a. Book Vouchers may be requested and used from the start of the semester through no later than the end of the 7th week of the current semester.
4. **Transfers**
 - a. Funds in the Book Voucher Account cannot be transferred to any other Bison One Card Account.
5. **Refunds/cancellations**
 - a. Any unused funds in the Book Voucher Account will be returned to the student's account immediately following the 9th week of the semester.
 - b. Book Voucher requests can only be cancelled in full if none of the funds transferred to the Book Voucher Account on the Bison One Card have been used.
 - c. All unused funds in the Book Voucher Account will be returned to the student's account upon purge or early departure from the university.
6. **Liability/Dispute**
 - a. If your Bison One Card has been lost or stolen, contact the Bison One Card Office immediately. If you notify the office within two (2) business days, you can lose no more than \$50 if someone used your Book Voucher Account without your permission. If you do not contact us within 2 business days, you can lose as much as \$750.

- b.** If your account history shows an incorrect transaction, contact the Bison One Card Office immediately. If you do not inform the office within sixty (60) days of a statement, the transaction may not be able to be corrected.
- 7.** Statements
 - a.** Up to a ninety (90) day transaction history is available on the My Bison ID website www.howard.edu/MyBisonID). The history may be printed in the form of statements.
 - b.** Statements may also be requested by visiting the Bison One Card Office.
- 8.** Applicable Law
 - a.** The laws and regulations of the District of Columbia and the federal government govern this agreement.
- 9.** Sanctions for improper use of book vouchers
 - b.** The first offense will result in a warning and letter of reprimand.
 - c.** The second offense will result in suspension of Book Voucher Account privileges for one (1) week.
 - d.** The third offense will result in suspension of the Book Voucher Account privilege for the remainder of the current semester.
 - e.** More than four offenses in one (1) academic year will result in permanent termination of the Book Voucher Account privilege.