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## How to Access Your Textbook Scholarship

If you have received a textbook scholarship for the 2016-2017 academic, these instructions are for you! In order to receive the scholarship you must be enrolled full time, taking a minimum of 12 credit hours per semester. This scholarship is designed to help you succeed by being prepared for class. It is for use at the Indiana State University Barnes & Noble Bookstore and is specifically for textbooks; it cannot be used on clothing or other school supplies.

**Beginning August 1<sup>st</sup>**, you will have a spending balance at the bookstore. Please note that fall spending for textbook scholarships closes **December 1, 2016**. If you have a balance on your account in fall, after purchasing your books, that balance will roll-over to the spring 2017 semester. Students with roll-over balances can purchase their spring 2017 textbooks starting January 6, 2017. **All of your textbook scholarship money for the 2016-2017 school year must be spent by April 1, 2017. There are no refunds.**

### **To use it in person at the bookstore:**

Simply visit the bookstore, use your course schedule to select your textbooks, tell the cashier you are a textbook scholarship recipient (for example, a 21<sup>st</sup> Century Textbook Award recipient or a Child of Alumni Textbook Award recipient) and be sure to present your Student ID. They will verify the available funds and apply the award to your purchase.

### **To use it online:**

Go to the [Indiana State University Barnes & Noble Bookstore Online](#) and select the books you need. When you complete the checkout process, enter your Student ID number as a GIFT CARD. You will also have to enter a credit card in the event that your total exceeds the amount of your textbook award. The funds will then be applied to your purchase. You will need to re-enter your Student ID number at the PIN location. You will not see the deduction at the time of checkout, but rather when the bookstore processes your order.

If you have any questions, please feel free to contact our office at 1-800-GO-TO-ISU or [scholarships@indstate.edu](mailto:scholarships@indstate.edu).