

Lanier Technical College
Office of Financial Aid
HOPE BOOK ALLOWANCE PROCEDURES

Students are eligible to receive a HOPE Book Allowance if they have been approved for HOPE during the Fall Quarter registration and meet HOPE's Georgia residency requirements. The HOPE book allowance must be used to purchase books and supplies needed for the student's program of study.

All students must have a current 2009-2010 photo ID which must be presented at the book store for identification purposes. Students may utilize their HOPE book allowances beginning the first day of the quarter, September 30, 2009. Students will be allotted a \$100 HOPE book allowance if they enroll in six or more credit hours per quarter. Students taking five or less credit hours will receive a \$50 HOPE book allowance. The bookstore has computerized cash registers and will have the authorized book allowance on file. Students are entitled to receive only one HOPE book allowance per quarter. This policy includes students who may be taking classes at multiple campuses or who may be taking online classes in addition to taking classes on campus. **The last day for students to use their HOPE book allowance in the bookstore for Fall quarter will be October 21, 2009.**

Technology fees, graduation fees, malpractice insurance fees, and late fees are not covered by financial aid unless students authorize the college to use part of their HOPE book allowance to pay these allowable charges. The authorization must be completed online via BANNER WEB prior to **7PM, September 16, 2009**. **Please note:** Students who submitted this online authorization will be paying fees with their HOPE book allowance; therefore, they will have a reduced HOPE book allowance available at the bookstore.

Classes Dropped During the 3 day - 100% Drop Period:

Example: Students who originally register for 10 credit hours and utilize the \$100 HOPE book allowance on the first day of the quarter, who later drop a 5 credit hour class during the 100% drop period **will be responsible for repayment of the \$50.00 over-award** to Lanier Technical College because at that point they will be registered for less than 6 credit hours. Students who drop all classes during the 3 day – 100% drop period will be responsible for repaying all HOPE book funds used at the bookstore.

No-Show Policy for HOPE Recipients:

Students must begin attendance in all classes in order to qualify for their full HOPE book allowance. Students who originally register for 10 credit hours and utilize the \$100.00 book allowance at the bookstore but begin attendance in only one 5 credit hour class (reported as a No-Show by the instructor for one 5 credit hour class) will be responsible for repayment of the \$50.00 over-award. Students reported as No-Shows are not entitled to receive a HOPE book allowance.

Registering or Adding Additional Classes During Late Registration:

Students who **register during late registration must allow 24 hours after registering** for their HOPE book allowance to post at the bookstore. **If students add classes after the original registration process increasing the total credit hours from 5 hours to 6 or more, they will receive the additional book allowance within 24 hours of when the additional credit hours posted. Please check with the Financial Aid Office.**

Please be aware that the Bookstore is congested during the morning hours. We recommend that books be purchased in the afternoon hours whenever possible. Students purchasing their books in the afternoon normally do not have to wait in line for an extended time. Please note that the Bookstore has extended hours during the first week of class to better accommodate students purchasing books.