



Minnesota State Colleges and Universities System Guidelines Chapter 5 – Administration

Guideline 5.11.1.1 Payment Plans and Deferments for Textbook Purchases for Procedure 5.11.1 – Tuition and Fees

Purpose: Policy 1A.1, Minnesota State Colleges and Universities Organization and Administration, defines a system guideline as giving explicit direction, instructions or guidance on internal forms, processes and other administrative or managerial matters, consistent with Board policy and System procedure. Each college and university must establish local procedures consistent with this guideline.

The following directions are to be followed by colleges and universities to establish consistent procedures for processing students' requests to add the cost of textbooks and required course materials to existing financial aid deferments and existing payment plans.

Background: In accordance with the Laws of Minnesota, Chapter 144, Art. 1, Subd. 3(a), colleges and universities must allow students to add the cost of textbooks and required course materials purchased at a campus bookstore, owned by or operated under a contract with the campus, to the existing financial aid deferment or payment plan for tuition and fees.

Guideline Requirements: Each college and university must coordinate with the bookstore and develop a method to record the purchases accurately on the student account so that financial aid can be applied to the purchases. The student who has been awarded financial aid sufficient to include the purchase of books and course materials, and granted permission for such use of financial aid, will not be required to pay for course materials and textbooks until financial aid has been applied. Financial aid, including loans, will first be applied to tuition, fees, and room and board if applicable, when determining the amount available for textbooks and course materials.

Each college and university must also develop a method for students to add the cost of textbooks and course materials to an existing system supported and interfaced payment plan. The student is ultimately responsible for the payment of textbooks and course materials.

Related Documents:

[Policy 5.11, Tuition and Fees](#)

[Procedure 5.11.1, Tuition and Fees](#)

[Procedure 5.11.1 attachment, Fee Amounts](#)

Approval Date: 05/22/08,

Effective Date: 05/22/08,

Date and Subject of Revision: