

TRANSFER OF EXCESS FINANCIAL AID CREATE A BOOK VOUCHER and / or TITAN BUCKS

Effective May 13, 2019

Step 1

Start with your Banner Self Service > Student Tab > select the form Transfer of Excess Financial Aid to Terra Student ID Card on the left side

Step 2

Read through the form

Step 3

There are two (2) blocks at the bottom of the form:

Current Amount Requested for books & supplies only:

Requested Amount for Titan Bucks (miscellaneous):

By clicking the Continue button below, I **authorize** the College to cover all fees and charges on my student account. For further information, please refer to Title IV Consent under My Accounts on the Student tab.

I acknowledge clicking the button represents my signature.

Rev 1-31-19

Current Amount Requested for **Books & Supplies only** = in whole dollars, amount you want on your ID card for your books and school supplies (pens, paper, pencils, folders, etc) ONLY

Requested Amount for **Titan Bucks (miscellaneous)** = in whole dollars, amount you want on your ID card for miscellaneous purchases (snacks, pop, t-shirts, hoodies, odds & ends, etc) in the bookstore

Step 4

By clicking the "Continue" box, you authorize your Financial Aid to cover these purchases.

Step 5

Noon on the next business day, you should see your voucher amount(s) on your Banner Self Service > Student Tab > Student Account > Account Detail for Term. Seeing the line items on your account detail tells you that you have a voucher(s) in the books store. Depending on your verified Financial Aid, all or part of your requested amount(s) could create a voucher(s) the next business day at Noon. If additional Aid is processed, the remainder of your requested amount could process to your card.