

## Bookstore Allowances for Financial Aid Recipients

You are eligible for a bookstore allowance if:

- You are registered for courses,
- You have received a financial aid offer from the SMCC Financial Aid Office,
- Your anticipated financial aid is greater than your semester charges.

### Step 1:

Check if you have a book allowance:

- Log in to your MySMCC student portal and select My Maine Guide
- Use the My Money tab, and select the quick link to Pay bill online/ Check Account Balance
- After selecting Check Account Balances, you'll see a dollar amount listed under Bookstore Allowance if an allowance has been created for you.
- If you do not see 'Bookstore Allowance', you do not have an allowance available.

### Step 2:

Once you determined you have a book allowance available:

- Purchase your books using your book allowance by ordering these online; [visit the SMCC Bookstore.](#)
- If ordering online, when prompted "How would you like to pay for your order?" select "Financial Aid" upon checkout (only after you have confirmed you have a book allowance available).
  - If this option is used and you do not have a book allowance, your order may be delayed, or canceled, unless another form of payment has been provided.

## **How much will my bookstore allowance be?**

The amount of your bookstore allowance is calculated at \$75 per credit hour, up to your available credit balance.

## **When are bookstore allowances available?**

For Fall and Spring terms, book allowances are normally available two weeks prior to the start of semester classes and end two weeks after the start of the semester. For Summer terms, book allowances start one week prior to the start of the semester and end two weeks after the start of the semester.

## **How do I use my bookstore allowance?**

To use your bookstore allowance, either purchase your books via SMCC's online bookstore (instructions above in "Step 2"), or bring your semester course schedule and student ID to the SMCC Bookstore located in the Campus Center on the South Portland campus.

*Please note*, bookstore allowances can only be used for book purchases from the SMCC Bookstore.

## **What if I don't use my full bookstore allowance?**

The unused portion of your bookstore allowance remains as a credit on your billing account and is included in any financial aid credit balances released to the student (approximately one month after the semester begins).