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1. Determine that you currently have a student account credit balance by accessing your My Culver student account balance page. Credits will show as “pending” until all financial aid documents have been signed and returned. **No voucher can be processed if financial aid processes are incomplete.**

2. Contact Holly Allen at ext. 6492 or email hallen@culver.edu (email is preferred) requesting a book voucher credit with an estimate of approximate amount needed (not to exceed the current credit balance on your account). To get an estimate of how much your books will cost, click the credit card option and proceed with selecting the needed textbooks. You will see a total amount due at the end of the order. You can then opt out of the credit card option, but then will have an estimate (be sure to include tax and shipping in estimate) of the amount needed on the book voucher.

3. Holly will verify your eligibility and provide that information to MBS Direct. You will receive an email with a voucher ID. You can then logon to the online bookstore again, and this time, choose “Institution’s voucher or Student Financial Aid” when choosing how to pay for the order.

Please order all books needed for the semester (12 week and 3 week classes) as the voucher is only good for a limited time.