



TEXAS TECH UNIVERSITY  
**Student Business Services™**

## **Book Loan**

### **Operating Policy**

#### **Purpose**

Student Business Services (SBS) offers a Book Loan to Undergraduate, Graduate, and Law students who require additional assistance in purchasing course books and materials. The book loan process requires a student application, and all approved applications will result in a book loan charge on the student account and a book loan refund, in the same amount as the charge, sent directly to the student. Students are required to repay the book loan based on the terms of the loan.

#### **Qualifications and Limitations**

Eligible Undergraduate, Graduate, and Law students may apply for a Book Loan in an amount less than or equal to \$500 each semester. Students are allowed one book loan per fall, spring, and summer semester. Eligible students will be enrolled in the current term and will not have defaulted on a previous book loan.

The book loan may only be used for higher education expenses.

#### **Terms of the Loan**

Once a student is approved for a Book Loan, the Book Loan entry will be placed onto the student's tuition and fee account.

The refund for the book loan will be processed to the student using the refund method preference established by that student on Raiderlink (Direct Deposit or Mailed Check).

Students are strongly encouraged to enroll in ACH/My Direct Deposit. ACH/My Direct Deposit allows for the delivery of funds in a timely manner.

The student is responsible for informing the University of any changes in address while attending the University and after leaving the institution, as long as the student remains indebted under this loan.

Texas Tech University will place holds on the student's academic record which will prevent registration for future semester and will prevent the release of an official transcript, grades or credit for course work completed in or for the semester in which the Book Loan is delinquent or past due.

### **Application and Approval**

The Book Loan application is available online at [sbsbookloans.ttu.edu](http://sbsbookloans.ttu.edu). Athletes are required to apply in person for a Book Loan in West Hall 333.

Students are encouraged to confirm their refund preference in Raiderlink before applying for the Book Loan to ensure that the refund is processed correctly.

The student will receive notification via email if s(he) does not qualify for the Book Loan, or if funds are unavailable.

### **Repayment**

Students are required to repay the Book Loan, in full, by the established due dates for the current term in order to be eligible for a book loan in the next enrolled term. These due dates are listed below:

<b>Semester</b>	<b>Book Loan Due Date</b>
Fall	September 25 <sup>th</sup>
Spring	February 25 <sup>th</sup>
Summer	July 25 <sup>th</sup>

If the student is enrolled in a payment plan, that student's book loan payments will be considered current if all payment plan installments are paid by the payment plan due dates.