

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Employee Book Voucher*

EFFECTIVE DATE: January 9, 2007; amended August 10, 2010

BOARD POLICY REFERENCE: DEB

PURPOSE

As a benefit to its full-time employees (as defined by the Texas Teacher Retirement System and the College District), Blinn College provides a voucher for the purchase of books for coursework at Blinn College. This voucher extends to the employee, to the employee's spouse, and to the employee's children (defined as those who are age 25 and under, unmarried, and financially dependent on the College District employee). Employees/Students in the voucher program are responsible for purchasing their own books at the Blinn College Bookstores. Employees/Students are given a \$75.00 bookstore voucher per course, with a maximum of \$375.00 per semester. At the end of the semester, employees/students may keep or sell their books back to the bookstore.

GUIDELINES

1. The employee/student should complete a ["Book Voucher Eligibility Form"](#). Only one form may be submitted per semester; class changes should be complete before submitting the form.
2. The Human Resource Department will verify employee/student eligibility for the program.
3. The employee/student should take the verified ["Book Voucher Eligibility Form"](#) to the most convenient campus Business Office.
4. The Business Offices will determine the amount of the voucher for each employee/student based upon that employee's/student's class schedule.
5. A paper bookstore voucher will be given to the employee/student, and is redeemable at any of the Blinn College Bookstores.
6. The voucher is good only for the purchase of textbooks. No supplies or consumables may be purchased with the voucher. No cash refunds will be given if the amount of the voucher exceeds the cost of the employee's/student's books. The employee/student is responsible for bookstore charges in excess of the voucher.
7. If an employee/student drops a class before the twelfth class date (long semester) or fourth-class date (summer semester), they will be required to repay the voucher for that class. The voucher will be added to their account.
8. No vouchers will be issued to employees/students auditing a class.

Vouchers will be issued through the last day of late registration. Only one voucher will be issued to an employee/student in any one term.