Instructions for Book Awards

Deadline:  Friday, August 31 by 4:00pm
(forms turned in after this deadline will not be processed)

Eligibility:  Fulfill minimum program requirements (Mid-Semester Meeting, Participation in Poi Supper 2013, Community Service, be a Role Model)

Books for:  1. STEM courses
           2. Necessary Graduation Requirement courses (that have not already been fulfilled)

Original Receipts, Certification Form, and other necessary documents turned in on or before the deadline

Amount:  Up to $400 per semester (reimbursement)

Documents Required:  1. “Description and Certification” Form – signed and dated
                        a. List Course number & CRN number
                        2. Original Receipts
                        3. Class Schedule from MyUH portal

For Online Books:  Amazon, Bookstore.com, etc. (for textbooks)

1. “Confirmation of Payment” Email, Shipping Form, or Online Invoice – document must show proof of payment

For Access Codes:  ALEKS, Wiley Plus, etc. (for codes, online course access, etc.)

1. “Confirmation of Payment” Email, Shipping Form, or Online Invoice – document must show proof of payment
2. Copy of course syllabus that states that code is a requirement for the course (do not turn in entire syllabus)

Other Information:

Book Rentals:  We accept book rentals from UH Bookstore – receipts/documents must show proof of payment

Online Shipping Costs:  Shipping costs will not be covered under Book Awards

** Book Awards will be processed “as is” (we will not track students down to collect missing receipts or supporting documents), so double check or have Kelli look it over before turning it in. **

REMININDERS – please fill out forms using black or blue pen. DO NOT use pencil!
DO NOT highlight or write on receipts. The ink reacts and we cannot read the receipt.