Alexandria Technical & Community College Book Voucher Guide

Students can purchase books for their Alexandria Technical & Community College courses at the ATCC Foundation Bookstore.

ATCC Bookstore Payment Options:

- Cash
- Check
- Credit/Debit Card (MasterCard, VISA, & Discover)
- Agency Funding (CEP, DRS, JTPA, VA, etc.)
- Book Voucher
    - Book vouchers allow all students who are registered for ATCC courses to charge the books for their ATCC courses. Vouchers are available two weeks prior to the beginning of the semester through the first week of the semester.
    - Charges are added to the student's account and can be viewed in eServices.
    - Students who use a book voucher authorize ATCC to use any financial aid (grants, loans, and scholarships) that they may receive to pay for the charges.
    - Student who don't receive financial aid or don't have sufficient financial aid to cover their book voucher are responsible to pay all book charges.
    - Book vouchers are only valid for ATCC courses and books purchased from the ATCC Bookstore.

      Exceptions:

        - Students with a surplus of financial aid funds after their tuition and fees have been paid can use the surplus for a book voucher with the MBS Online Bookstore.

In order to purchase books using a book voucher, please follow the processes below.

Buy Books on Campus

Stop by the ATCC Bookstore located in room 305. Bring these items:

- Class schedule (print from eServices.)
- ATCC Student ID card

Buy Books Online

All students can purchase online at www.alextech.edu/bookstore. Students can choose to have their books shipped to them or delivered to the Bookstore for pickup.

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Who qualifies for an ATCC book voucher?

	Book Voucher	Book Voucher for ATCC courses ONLY	No Book Voucher
ATCC student – All ATCC courses, all on-site	✘		
ATCC student – All ATCC courses, mix of online & on-site	✘		
ATCC student – All ATCC courses, all online	✘		
ATCC student – Mix of ATCC courses & partner college, mix online & on-site		✘	
ATCC student – All partner college courses, all online			✘
Partner college student – Mix of ATCC courses & partner college, mix online & on-site		✘	
Partner college student – Mix of ATCC courses & partner college, all online		✘	
Partner college student – All ATCC courses, mix online & on-site	✘		
Partner college student – All ATCC courses, all online	✘		
Partner college student – All ATCC courses, all on-site	✘		
Partner college student – All non-ATCC courses			✘
PSEO students taking ATCC courses online or onsite (see your advisor to discuss book purchases)			✘ See advisor

If you have questions about book vouchers, please visit Ask AT&C at www.alextech.edu/ask. You can submit your questions through the "Ask a Question" section.