



How to Use My Financial Aid at the AU Bookstore

Student Financial Services

400 Saint Bernardine St.

Bernardine Hall rm 114

Reading, PA 19607

610-796-8201 / 610-796-8336 FAX

sfs@alvernia.edu

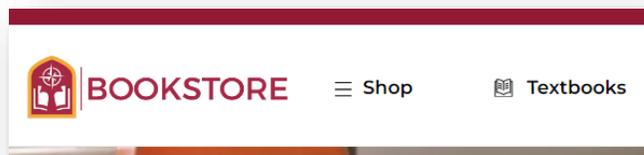
Students that have a credit balance (anticipated refund) on their account may use the credit to purchase items at the Alvernia University Bookstore. The SFS Office can transfer any amount of the credit to the bookstore for immediate use. While it will reduce the amount of the credit, this process allows students to purchase books and academic material using their excess eligible financial aid. See below for the next steps.

Step 1: Check your account to make sure you have a credit balance (negative amount) on your current billing statement. Go to Alvernia.edu – Logins – Self Service – Finances – Statement or Balance

Step 2: In Person: Bring your AU ID card to the store to purchase books. Skip to Step 7

Online: Go to the bookstore website to price out each book you'll need using the course code and section for each class on your schedule

- Go to Alvernia.edu - Current Students – Alvernia Bookstore - www.bkstr.com/alverniastore/home
- You may Sign in to access your account and save your selections
- Click on 'Textbooks' at the top of the page



- Select your Term from the drop-down menu
- Select your course using your course code from your schedule (department, course # and section #)

Shop by Course

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- The books adopted by the professor will be listed. Please note that books may not be listed until - at the earliest - a week before classes start. Check back often.
- Choose New, Rental, Used. Contact the bookstore for questions about these options: <https://www.bkstr.com/alverniastore/store-hours>



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- Add up the total amount needed for your bookstore transfer. This is the amount you will be transferring from your credit balance to the bookstore.

Step 3: Request a bookstore transfer *prior to placing your order*. Email sfs@alvernia.edu or stop in our office to request your bookstore transfer. Include your name, student ID, and amount to transfer. SFS will process and your funds will be immediately available for use.

Step 4: Go back to the bookstore site and either sign in or go back to Step 2 to select your books. You may add other purchases as well.

Step 5: Process your order. In the 'Payment' section, choose 'AlverniaCard'

Payment

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[Terms & Conditions](#)

Promo Code

RHSHS Book Voucher

AlverniaCard

Gift Card

Step 6: Process your order. In the 'Payment' section, choose 'AlverniaCard'. Make sure to enter your ID with the 3 leading zeros: 000xxxxxx

Step 7: Complete your order. See additional tips below and the contact information for the AU Bookstore

- First year students may have a delay in processing orders in person. For faster service, order online and arrange for pickup in the store!
- As long as the book is in stock the day the book is ordered, students should be able to pick up the book same day. Once ordered online, students will receive an email that the book is available for pick up
- Students taking mod courses should place their orders for both MODs at the same time if possible
- The Alvernia University Bookstore is located on Alvernia's Shillington campus in the Student Center and can be reached at 610.796.8252 or alvernia@bkstr.com