

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Employee Book Voucher*

EFFECTIVE DATE: January 9, 2007; amended August 10, 2010; September 13, 2023

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, the employee's spouse, and the employee's children (defined as those age 25 and under, unmarried, and financially dependent on the College District employee). Blinn College uses the BucBooks program to provide students access to required course materials on or before the first day of class. This program provides physical books to students on a rental basis and/or digital materials delivered directly within eCampus. The cost is applied to the student account as a book fee. The employee book voucher will be applied to the student account as a payment towards the BucBooks fee up to a maximum of \$360.00 per semester (equivalent to 15 semester credit hours BucBooks fee). The book voucher cannot exceed the actual cost of the books for any given class/semester.

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 ["Book Voucher Eligibility Form"](#) will be electronically submitted to the Business Office.
4. The Business Office will determine the amount of the voucher for each employee/student based upon that employee's/student's class schedule.
5. The voucher is good only for the cost of the BucBooks program. 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. The BucBooks program is an electronic access and rental textbook program. Any hardcopy textbooks must be returned at the end of the semester, or the employee/student may be charged an additional fee.
6. 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.
7. 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.