

Book Vouchers

Information about Books and Book Vouchers:

South Hills School of Business & Technology (SHSBT) is teamed up with The Student Book Store a local book vendor. Of course, if you would like to use other vendors you are free to do so. Once you receive your course list – please pay close attention when ordering the corresponding book for any course.

Students without Book Vouchers:

Students that do not have excess financial aid to cover (over and above the cost of tuition) will not be issued a book voucher. Students without book vouchers may purchase books with a credit card from The Student Book Store (SBS) or may look elsewhere to purchase books. For additional information, please contact the Financial Aid office with your questions.

Note: If you are purchasing your books without a book voucher then no voucher ID will be required for SBS– you may simply use a credit card or arrange payment by check with this vendor.

Students with Book Vouchers:

Students that have excess financial aid (over and above the cost of tuition) will be automatically issued a book voucher via email; this book voucher may be used to purchase books for school. The email address used will be what is on record with Admissions. Book vouchers are only valid at *The Student Book Store* (SBS).

- *The Student Book Store* (SBS) offers both online and in-store service and is located in downtown State College. This vendor offers new, used, and book rentals – a much more affordable option for students. In addition, SBS will deliver book orders to the State College and Altoona South Hills campuses at no charge.

Information about Laptop Computers and Software:

Students enrolled in the Graphic Arts, Software Development and Programming, and Information Technology must have a laptop/computer for class that meets the required specifications. Many students will already own computers that meet the required specifications and will not need to purchase new. **However, students that do have excess financial aid and do need a computer may qualify for a conditional computer voucher.** Please contact the Financial Aid office to obtain a “computer voucher request form” which you may then submit to our office for consideration. GA students (depending on electives and program track) you may be required to subscribe to the software “Creative Cloud” — instructors will provide additional information once you begin your program of study. Students will arrange payment of the software licensing on their own and not through the office of Financial Aid.

If you are eligible for a book voucher it will automatically default to The Student Book Store (SBS). Financial Aid office will send you an email. The email will be the email you provided to SHSBT (first year students) or your South Hills email, if you are a 2nd or 3rd year student. The email will provide you with the following information: your student ID; student number; voucher amount; and voucher ID number. You may go to the www.southhills.edu website to find a link to the Student Book Store. If you have any questions, or wish to order your textbooks via phone, please call SBS at 800-373-4727 or email the store at southhills@sbspsu.com. SBS is available online at www.thestudentbookstore.com.

If you choose to use a different source other than the Student Book Store to purchase your books, you will NOT be able to charge your books through the SHSBT book voucher system.