Books and Art Supplies Voucher Form
Kansas City Art Institute Financial Aid Credit Funds Request and Authorization eCampus Virtual Bookstore and KCAI Art Supply Store

Instructions:

This document is an **Electronic PDF** that requires the free Adobe Reader application to create and enter a digital signature. Although this document is viewable and fillable in any browser, **You MUST OPEN IT WITH ADOBE READER for the signature field to work.**

Follow these steps to fill out the form electronically.

1) Download the latest version of Adobe Reader at https://get.adobe.com/reader/.
2) Download this Authorization form to your local desktop or folder on your computer (If you have not done so already)
3) Open the application ***Adobe Reader.***
4) From the Adobe Reader menu, got ***to File > Open...*** choose the form.
5) Fill and sign the document ...
    a. In order to sign the document you will be asked to use a *digital ID.* Follow the instructions provided to use an existing ID, or create a new ID.
    b. For more information on creating a Digital ID go to Adobe.com
6) Upon entering your signature you will be prompted to **SAVE** the signed copy. Give it a new name that you will recognize, i.e., *"jsmith AuthForm signed."*
7) Email the completed a signed copy to bsnoffice@kcai.edu

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PREFACE

READ THIS DOCUMENT PRIOR TO COMPLETING THE ASSOCIATED BOOKS AND ART SUPPLIES (BAS) VOUCHER FORM

HOW TO AND OTHER PERTINENT INFORMATION

Verify the anticipated financial aid credit balance amount:
Review the course and fee statement 24/7 online through the student's MyKCAI account (https://mykcai.kcai.edu/ics) *Finances tab, My Account Info-Course and Fee Statement* (a credit balance is reflected as a negative amount due, e.g. **-**$1,500.00). *The total amount of funds requested cannot exceed the financial aid credit balance.*

Estimate book costs for purchases through the eCampus bookstore:
Browse the online bookstore at http://www.ecampus.com/kcai for book costs associated with the registered courses. Add items to the shopping cart and view accumulated total, including shipping, if applicable to obtain an estimated cost for funds to be requested for eCampus. If questions estimating book costs please contact the eCampus Virtual Bookstore Customer Service Team by e-mail: bookstore@ecampus.com / phone: 1-877-284-6744 or contact the KCAI Art store at 816-802-3449.

Estimate art supply costs for the KCAI Art Supply Store:
Generalized estimated book and art supply costs are listed on the KCAI website, http://www.kcai.edu/cost-financing/complete-costs. If additional questions regarding estimated supply cost pertinent to department major and courses, contact the KCAI Art Store at 816-802-3449.

Complete the Books and Art Supplies Voucher Form:
Once estimated costs have been established fill out the required BAS Voucher Form its entirety and submit to the business office. The parent is required to authorize funds requested if PLUS loans are posted to the student account, otherwise the student should authorize the request. *Incomplete forms or forms received after the terms add/drop date will not be processed*. Forms will be reviewed by the business office and processed within 3 business days of receipt.

FREQUENTLY ASKED QUESTIONS

I've completed and submitted a form prior but need more funds. How can I request additional funds to be authorized?
Complete an additional BAS Voucher Form for the "*additional amount only*" that is being requested. The form is also available, with instruction, through MyKCAI's (https://mykcai.kcai.edu/ics) home page, quick links.

How do I know when authorized funds have been credited to the eCampus Virtual Bookstore?
An e-mail will be sent *from eCampus to the student's KCAI issued e-mail account* with login information and credit amount. *The student's KCAI e-mail address will be the only email used to setup the eCampus account.* If the student has not received an e-mail notification, from eCampus, within 3 business days of submitting form then contact KCAI business office at bsnoffice@kcai.edu or 816-802-3500.

When can I begin ordering books from eCampus utilizing authorized financial aid credit amount?
As soon as the student receives the e-mail notification from eCampus of the credit then can begin ordering books. Follow the instructions in the eCampus e-mail notification received to log into the eCampus Virtual Bookstore and begin ordering. We encourage you to order books early to ensure they are shipped and received prior to the start of term classes.

When can I pick up eCampus books I have ordered utilizing authorized financial aid credit?
Books ordered with financial aid credits will be shipped directly to the *KCAI Art Supply Store* and available for pickup*, by the student only, beginning the Friday prior to the start of the term.*

When does my eCampus financial aid credit expire?
Deadline for use of authorized funds with eCampus is *11pm on the last day to drop/add classes for the term*. Any *unused funds* that were authorized for the "eCampus Virtual Bookstore" at the conclusion of the term add/drop date will be credited back to the student account and *refunded when overage checks are issued for that same term.*

How do I know when authorized funds have been credited to the KCAI Art Supply Store?
An e-mail will be sent *from a KCAI Business Office staff member to the student's KCAI issued e-mail account.*

When can I begin purchasing art supplies at the KCAI Art Supply store utilizing authorized financial aid credit?
The art store supplies credit will be available for use at the KCAI Art Supply Store, *the Friday prior to the start of the term*. Purchases for art supplies utilizing financial aid credit *cannot be made prior to this date*.

When does my KCAI Art Supply authorized financial aid credit expire?
Authorized credit for supplies at the KCAI Art Supply Store will remain on the art store account *until used in full*.

The form is also available, with instruction, through MyKCAI's (https://mykcai.kcai.edu/ics) home page, quick links.

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IMPORTANT: PLEASE READ THE ASSOCIATED **PREFACE** DOCUMENT PRIOR TO COMPLETING THIS FORM.

STUDENT INFORMATION:

Last Name_____ **First Name**_____ **KCAI ID #**_____

Student's KCAI Issued E-mail Address (e.g. jdoe@kcai.edu): _____

Please indicate below the amount of the student account's financial aid credit balance that are being requested for use in the *e*Campus Virtual Bookstore and/or KCAI Art Supply Store. Indicate "0" if no funds are currently being authorized for that option.

eCampus Virtual Bookstore-*textbooks ONLY* **Amount Authorized**: $_____

KCAI Art Supply Store-*art supplies ONLY* **Amount Authorized**: $_____

TOTAL Requested: $_____

I have read the Books and Art Supplies Voucher Form **Preface** document and understand all items stated in the document. As such, I authorize the Kansas City Art Institute to transfer the above requested funds from the student's financial aid credit balance to the *e*Campus Virtual Bookstore and/or KCAI Art Supply Store as a voucher credit to be used for books (***eCampus)*** and/or art supply ***(KCAI Art Store)*** purchases.

AUTHORIZED BY: Please Mark One: **Student** ____ *or* **Parent** ____
(*IF PLUS loan funds are disbursed, parent is required to authorize, otherwise the student should authorize)*.

Printed Name of Authorized: Last Name _____ First Name_____

Authorized Signature_____ Date:_____

Contact Phone #:_____ Email address:_____

Note: INCOMPLETE FORMS or forms received after the term add/drop date, will NOT be processed.

Please return completed signed form to the KCAI Business Office.
The form can be signed electronically through adobe format or printed and manually signed.

- Email completed form to: bsnoffice@kcai.edu
- Mail to KCAI, Attn: Business Office, 4415 Warwick Blvd., Kansas City, MO 64111
- Bring in person to the Business Office, 2nd Floor Vanderslice Building during business hours

Questions: Contact Business Office at 816-802-3500 or bsnoffice@kcai.edu
Art Supply Store at 816-802-3449

** This document is an electronic PDF that requires Adobe Reader to sign. You may download a free copy of Adobe Reader at https://get.adobe.com/reader/. When filling out your signature, click the field and follow the instructions provided.*

KCAI BUSINESS OFFICE USE ONLY

Date Received: _____ By_____

Date Approved:_____ By:_____

The form is also available, with instruction, through MyKCAI's (https://mykcai.kcai.edu/ics) home page, quick links.