Disbursement of Books and Supplies for Pell Eligible Students
(Federal Provision 34 CFR 668.164)

Students who are eligible to receive a Federal Pell Grant (as indicated on their Financial Aid Award) where the Pell Grant creates a Title IV (federal grants and loans) credit balance may receive a school credit in the form of Muskie Bucks to purchase books and supplies at the University bookstore by the end of the first week of the semester. The school credit will be based on the amount of Title IV credit balance available and will be available at least 10 days before the start of the semester provided the student meets the eligibility requirements and completes a Muskie Bucks Order Form that is submitted to the Business office in a timely manner.

To be eligible for the school credit students must meet the following criteria:

- The Federal Pell Grant funds could have been disbursed to the student’s account 10 days before the start of the semester. This means that students must have submitted a valid FAFSA, completed financial aid verification (if required), and a Direct Loan Master Promissory Note and Entrance Counseling at least ten days before the start of the semester or 7 days after the start of the semester.
- Students must have completed a Muskie Bucks Order Form available in the Business Office or on the Muskingum University website at least 10 days before the start of the semester. If an eligible student does not complete the Muskie Bucks Order Form within 7 days from the start of the semester the Business Office will assume the student has opted out of using this method.
- The Pell Grant creates a Title IV credit balance (tuition and fees less the amount of the Federal Pell Grant and Federal Direct loans). Institutional and/or state grant assistance is not included.

Students who have opted out of using Muskie Bucks, or who were ineligible by the end of the first week of the semester, may still sign-up for Muskie Bucks at any time during the semester to access their credit. Students may also access their Title IV school credit by completing a Refund Request Form in the Business Office. Students may receive their credit either through the Sallie Mae school debit card (students must complete the sign-up process for the card available on the Business Office website) or by check within 14 days from which the credit occurred.