

**Lilly Endowment Community Scholarship Program
Book Stipend Student Instructions and FAQ's
Academic Year 2017-2018**

1. **Your completed annual book stipend report is due to your community foundation by May 1, 2018 unless otherwise instructed. The report must include all your receipts and unspent funds of \$25 or more.** If you have \$25 or less remaining, you may keep the money for school expenses.
2. **Students who do not complete and submit their book stipend report will not receive a book stipend for the next academic year.**
3. Report all expenses, even if the total that you have spent is greater than the amount of your stipend. We want to know how much your books and required equipment cost in total.
4. If you are an education major, CASA (Core Academic Skills Assessment) test registration should not be included on your book stipend report. These tests are reimbursed separately. Please submit your registration receipt to your community foundation along with check mailing instructions.
5. If you purchase a text from another student please have that student sign a receipt that you can handwrite or type up, including the class name, text name and the amount paid.
6. Report the actual cost of the purchase including tax, shipping and handling when shopping online.
7. The book stipend is intended to cover **REQUIRED** book and equipment costs. Please see below an example of what is and is not covered by the book stipend. **WHEN IN DOUBT**, check with your community foundation.
8. **When in doubt, check with your community foundation if you are unsure whether an expense is covered by your book stipend.**

Examples of items that may be paid for with your book stipend:

- Required books and equipment for a credit-bearing classes including physical education and performing and studio art classes
- Nursing uniform if specifically required
- Cap & gown for graduation
- Classroom supplies for student teaching. (Please indicate student teaching on the report).

Examples of items that may not be paid for with your book stipend:

- Travel expenses of any kind (including a Passport)
- Special clothing for classes (i.e., yoga wear) that is not specifically required
- GRE, LSAT or other test registration or preparation materials
- Electronic devices that are not expressly required
- Uniforms, gear, etc. for volunteer organizations or noncredit-bearing courses
- Printer ink, paper, pens & pencils, folders, notebooks, planners, etc.
- Nursing exams required for certification or licensure

