



ONLY PROCESS BOOKS THAT ARE IN THE STORE

Book Voucher Application for Classified Employees

Student Name _____ Title _____

Student ID # _____ Department _____

Not to Exceed \$75.00 Per Course

COURSE	BOOK NAME & ISBN NUMBER	COST OF BOOK
TOTAL		

Original receipts must be submitted to the Human Resources Office for Payment

Semester Year _____ Institution Attending

Are you or will you be receiving any other source of sponsorship or Financial Aid this semester?

Yes No

(If you marked yes, please explain in comments below)

Comments

I hereby request approval to purchase the above book(s) in accordance with the CSN Book Voucher training regulations.
I have read, understand and agree to the employee agreement on the attached page.

Employee Signature Date

HUMAN RESOURCES USE ONLY

Human Resources Representative Signature Date Approved Disapproved

Total Amount of Voucher _____

CSN CLASSIFIED BOOK VOUCHER APPLICATION

The President of the college encourages classified employees to take classes. Additional education will help employees to be more productive and will enrich their lives.

1. The college will pay for book voucher(s) up to:
 - a. \$75.00 per course (up to 6 credits) for all CSN courses taken through the Classified Training Program.
 - b. \$75.00 per course, for upper level classes taken at UNLV (i.e., 300 and 400 level courses) through the Classified Training Program. The book voucher amount the college will pay is not to exceed \$150.00 per student, per semester.
2. A book voucher will not be issued for undergraduate, lower-level courses (i.e., 100 and 200 level courses) taken at an institution other than CSN.
3. If the course(s) is/are not passed with a grade of "C" or better, the employee must reimburse the college for the book voucher amount. Courses taken for "Audit" are not eligible for book voucher assistance. Additional book vouchers will not be issued to an employee who is in arrears.
4. If a course is dropped after the books have been purchased, the employee is responsible for returning the book(s) to the Bookstore for a credit to the Book Voucher amount. The credit receipt must be turned in to the Human Resources Office, sort code - W40E. **Employees failing to provide the credit receipt to the Human Resources Office will be responsible to repay CSN for the full cost of the book(s).**
5. Books purchased through the Book Voucher Program **may not be sold back to the Bookstore for cash at the end of the semester**. If the employee chooses not to keep the textbook(s), the book(s) must be returned to the Human Resources Office.
6. As students, employees are subject to the rules, regulations and deadlines related to student registration and records. In addition, all Classified employees must apply for their book voucher prior to the last day of late registration.
7. Books must be purchased from an authorized NSHE bookstore.

EMPLOYEE AGREEMENT

EMPLOYEE UNDERSTANDS THAT BOOK COSTS RECEIVED FROM THE COLLEGE OF SOUTHERN NEVADA MUST BE REPAYED IN THE FULL AMOUNT WITHIN THIRTY (30) DAYS SHOULD EMPLOYEE FAIL TO MEET THE ESTABLISHED BOOK VOUCHER REQUIREMENTS.

EMPLOYEE FURTHER AGREES THAT SHOULD PAYMENT NOT BE RECEIVED WITHIN THIRTY (30) DAYS OF FAILURE TO MEET ESTABLISHED REQUIREMENTS, THE AMOUNT PENDING MAY BE WITHHELD FROM THE EMPLOYEE'S FIRST PAYCHECK IMMEDIATELY FOLLOWING THE THIRTY (30) DAY GRACE PERIOD. SHOULD EMPLOYEE TERMINATE EMPLOYMENT AT CSN PRIOR TO COMPLETION OF APPROVED TRAINING, THE UNPAID BALANCE WILL BE DEDUCTED FROM THE EMPLOYEE'S FINAL PAYCHECK.

EMPLOYEE HEREIN AGREES TO PAY THE COLLEGE OF SOUTHERN NEVADA AND ASSIGNOR, TOGETHER WITH ALL ATTORNEY'S FEES AND OTHER COSTS, ALONG WITH ANY CHARGES NECESSARY FOR THE COLLECTION OF ANY AMOUNT NOT PAID WHEN DUE. THIS AGREEMENT WILL CONTINUE TO BE BINDING UNTIL FULL PAYMENT HAS BEEN RECEIVED.

EMPLOYEE AGREES THAT IF HE/SHE IS RECEIVING ANOTHER SOURCE OF SPONSORSHIP, THIS FORM MAY BE REVOKED OR VOIDED AT ANY TIME.