Computer Purchase through Outside Scholarship Worksheet

1) **DETERMINE WHAT YOU WILL NEED TO PURCHASE:** The computer and related accessories must be considered educationally relevant and reasonable in cost in order to be covered by this policy. *For example, an iPod, tablet, web cam, digital camera, gaming software, etc would not be covered.* Any questions regarding what would be considered a reasonable expense for a computer and/or add-ons should be directed to the Office of Financial Aid prior to purchase.

2) **COLLECT DOCUMENTATION:** Print a copy of your electronic "shopping cart" or a printed webpage of your estimated costs. Please include an itemized breakdown if multiple items are included. If you already purchased a computer, obtain a copy of the actual receipt, including an itemized breakdown if multiple items were purchased.

3) **SUBMIT DOCUMENTATION:** to the Office of Financial Aid with your name and Banner ID.

4) **APPROVAL:** If approved, Brown University Scholarship will be credited to your student account within 10 business days. The amount of this credit will be up to the amount of the original University Scholarship reduction OR the approved computer purchase amount, whichever is less. If applicable, award adjustments may be viewed through your Banner Self-Service account.

5) **REFUND:** Request a [refund](#) of any credit balance on your student account through the Bursar’s Office.

   **NOTE:** If your student account has a balance due, any reimbursement will reduce your balance due first. Refunds will not be issued until the start of classes. Brown Bookstore computer purchases billed through the student’s account will be paid by the approved reimbursement into the same account.

6) **PURCHASE:** If not done already, purchase your computer, taking into account the amount you have been reimbursed for this purchase and submit actual receipt to the Office of Financial Aid.

**NOTE:** If a receipt of your actual purchase is not submitted to the Office of Financial Aid, any reimbursement intended for this purchase will be reversed, resulting in a charge on your student account.