**Sample book loan instructions to include in syllabus**

**Bookstore Book Loans**

All students with pending excess financial aid on their account may get an advance (book loan) on their financial aid refund to buy books from the UTM Bookstore. Book loan funds are only available for use in the UTM Bookstore in the Boling University Center. The UTM Bookstore does Price Match: [Click here for Price Match details](https://utm.bncollege.com/shop/ProductSearchCommand?displayImage=N&solrSearchEnabled=Y&catalogId=10001&langId=-1&storeId=25553&search=price%20match)

To apply for a book loan:

1. Logon to your portal at <https://www.utm.edu/> my UTMartin.
2. From Students Services, Select Student Records
3. Select Book Loan Application
4. Select Application term
5. Enter amount and Select I Agree
6. Application submitted message is displayed
7. Please call the Bursar office at 731-881-7810 if you need any assistance.