

BOOK ADVANCE and MISCELLANEOUS EXPENSE AUTHORIZATION FORM

Student Name _____

CCCCID _____

To use your financial aid to pay for books or miscellaneous expenses:

1. Complete and sign this form.
2. Return this form to the Financial Aid Office as soon as possible.
3. You will not have to sign this form every semester.
4. The Financial Aid Office will determine your book advance beginning two weeks prior to classes.
5. The College Bookstore (Follett) will email you once the book advance is available.
6. Purchase books online using your student ID number or at the College bookstore with photo ID.
7. All book charges must be complete by the published expiration date.
8. Any amount not used at the Bookstore will apply toward a credit balance from the College.
9. Student Accounts will post actual Bookstore charges on your bill and use your financial aid to pay charges.
10. **If your financial aid eligibility changes and you do not have sufficient funds to cover your account, you will be responsible for paying the balance to the College.**

This authorization allows you to purchase textbooks and related educational supplies at the College Bookstore or through your student billing account. For example, student health insurance, miscellaneous supply or program fees, etc. The amount available is a portion of anticipated financial aid funds. The Financial Aid Office establishes a standard amount based on enrollment status. If the advance is not sufficient, contact the Financial Aid Office for an increase or options.

By signing this form, you are authorizing the College to use your federal, state, or other source of financial aid (grants or loans) to pay for educational related expenses in addition to your tuition and fees. You are also agreeing to the conditions stated on this authorization form. You may revoke this authorization by submitting a written statement to the Financial Aid Office.

Student Signature _____

Date _____