Book Allowance Request Form
For Financial Aid Students 09/10

The RCC Bookstore makes course books and supplies conveniently available for purchase. Financial aid awards are paid to student accounts several days before each term. Award recipients can then either use aid in excess of tuition/fees to make course book/supply purchases from an RCC Bookstore through the drop period (Thursday at 5pm of the second week) or they can submit this form for a possible funding allowance toward a course book/supply purchase from a non-RCC vendor.

Deadline: Award recipients with excess aid on their account who have decided to make course book/supply purchases from a non-RCC vendor may complete this form and submit it to Rogue Central by 5pm Friday of the first week of the term.

RCC will process up to one request per term in 2-3 business days and notify you in writing of your eligibility. If approved, the lesser of your requested amount or your budgetary book/supply allowance (up to $500 for Full-Time, $375 for ¾-Time, $250 for Half-Time and $125 for Less-Than-Half-Time) will be paid to you in the form of a refund check that will be mailed from RCC.

Student Information (please print):
Full, Legal Name: First ___________________________ MI _______ Last ___________________________
Street Address ___________________________________________________________ Student ID ____________
City ___________________________ State _______ Zip Code________________________ SSN __________________
Phone Number (___) ___________ Term ___________ Requested Allowance Amount $___________________ ***
***Documentation for course books/supplies to support this total is required.

Student Certification:
"Please evaluate my eligibility to receive a book allowance for the term indicated. I have attached documentation of my course books and supplies costs from a non-RCC vendor. If I do not maintain eligibility for financial aid or my adjusted aid is not enough to cover my tuition, fees and book allowance, I understand that I am responsible to pay any balance owed to RCC in a timely manner to avoid late fees and collections costs. I understand that by purchasing my course books and supplies elsewhere, I accept full responsibility for ensuring that my purchase meets course/instructor requirements both in content and timing."

Student Signature________________________________________________________ Date ______________________

************************************************************************************ ROGUE CENTRAL OFFICE USE ONLY *************************************************************************************

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<th>Student Name ___________________________</th>
<th>ID ___________________________</th>
<th>Term ________</th>
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| Was this completed request received by 5pm on the first Friday of the term? ...Yes __No 
If "Yes," continue. 
If "No," request denied. May be eligible to charge against aid in RCC’s Bookstore through Thursday at 5pm of the second week or eligible for a refund after the last day to drop courses for any excess aid balance.** | 
| Does the student have a financial aid award posted (not in gold) to A/R for the term indicated? ___Yes ___No 
If "Yes," continue. 
If "No," request denied. Students without an award or first-time borrowers with a loan-only award and a pending EFT disbursement (ie funds not yet received from lender) are not eligible.** |
| Has the student received a Book Allowance already for this term? ...Yes __No 
If "No," approved (complete appropriate section below). Only one book allowance is permitted per term. However, may be eligible to charge in RCC’s Bookstore through the second week or eligible for a refund of any excess aid balance after the last day to drop courses.** | 

[ ] Request Approved (If Yes, Yes, and No indicated above.)

| COA Book/Supply Allowance Based on Aid-Eligible Enrollment Level ________________________________ $ __________________ (A) |
| “Excess Aid” (posted aid, less tuition and fees = payment balance) ________________________________ $ __________________ (B) |
| Requested Allowance Amount ____________________________________________________________ $ __________________ (C) |
| Eligible Book Allowance (lesser of A, B or C) ______________________________________________ $ __________________ |
| Date Processed ___________________________ |

RCS Processing Directions: Scan, copy/paste document in email to RCC’s Collections Specialist to issue and mail a refund check.

[ ] ** Request Denied (If No, No, or Yes indicated above.)
RCS Processing Directions: Scan, highlight reason for denial and return to student.