Book & Supply Charge & Ship Request Form
For Financial Aid Students

Name: ___________________________________  Term: [ ] ‘16 Summer  [ ] ’16 Fall

RCC ID: ________ - __________  [ ] ’17 Winter  [ ] ’17 Spring

If you meet ALL the following criteria, you may submit this request form:

1) You were awarded enough excess financial aid for the term to cover this charge request and RCC tuition/fee charges.
2) You would like to charge the books/supplies needed for your enrollment from an RCC Bookstore against your excess aid.
3) Your mailing address on myRogue is outside Josephine or Jackson counties (or you have attached documentation of your inability to charge and pick up your books/supplies in-person at one of RCC’s three Bookstore locations).
4) You would like your books/supplies shipped to the mailing address you listed in myRogue (No exceptions. If you need to update your address in myRogue, do so before you submit this form).
5) Submit this completed request no later than Tuesday of the second week of the term.

Please list the courses you’re enrolled in and the books/supplies needed that you’d like to charge against your excess aid:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>ISBN and/or Item Description</th>
<th>New, Used or Either (preference is Used, as available) - Circle One</th>
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<tbody>
<tr>
<td>Ex. WR122-01</td>
<td>9780205730766-DK Handbook</td>
<td>New</td>
</tr>
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Please understand that in addition to the direct cost of the books/supplies, shipping charges will also be added to your charges. To authorize the cost of rush shipping to the street address listed in myRogue, initial here: ______________

Student Signature: ___________________________________  Date: ______________________

SUBMIT: Fax to 541-471-3585 (RWC) or 541-245-7648 (RVC), email to rcs@roguecc.edu or in person to Rogue Central Services

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Office Use Only (Scan: Info Rcv’d on Awd File and Fwd EIB to AKM):

[ ] Request approved: ________  [ ] Standard Mail ___/___/___ $________  [ ] Overnight Mail ___/___/___ $________

[ ] Request denied:
  [ ] Not enough excess awarded aid.
  [ ] Mailing address is in JOCO/ JACO or lack of documented inability to come to campus.
  [ ] Books/supplies don’t appear to match current enrollment.
  [ ] Other:__________________________________________