



# Book & Supply Charge & Ship Request Form

## For Financial Aid Students

**Name:** \_\_\_\_\_

**Term:**  '19 Summer     '19 Fall

**RCC ID:** \_\_\_\_\_ - \_\_\_\_\_

'20 Winter     '20 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:

Course ID	ISBN and/or Item Description	New, Used or Either (preference is Used, as available) - Circle One		
Ex. WR122-01	9780205730766-DK Handbook	New	Used	<u>Either</u>

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@rogucecc.edu](mailto:rcs@rogucecc.edu) or in person to Rogue Central Services

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**Office Use Only (Scan: Info Rcv'd on Awd File and EIB to processor):**

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: \_\_\_\_\_

RCC is an open institution and does not discriminate. For RCC's non-discrimination policy and a full list of regulatory specific contact persons visit the following webpage: [www.rogucecc.edu/nondiscrimination](http://www.rogucecc.edu/nondiscrimination).