



# Book Allowance Request Form

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 either use aid in excess of tuition/fees to make course book/supply purchases from an RCC Bookstore through 4pm Wednesday of the second week of term, 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 of the last business day of the first week of the term.

RCC will process up to one request per term, in 2-3 business days, and notify you if your request is denied. If approved, the lesser of your requested amount or your budgetary book/supply allowance (up to \$400 for Full-Time, \$300 for ¾-Time, \$200 for Half-Time and \$100 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):**

(Must match personal contact information in myRogue)

Name: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_ RCC ID # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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 \*\*\*\*\*

<p>Student Name _____ ID# _____ Term _____</p> <p>Was this completed request received by 5pm on the first Friday of the term?..... <input type="checkbox"/> Yes <input type="checkbox"/> No          If "Yes," continue.          If "No," request denied. The student may be eligible to charge against aid in RCC's Bookstore through Wednesday at 4pm of the second week of term or may be eligible for a refund of excess aid at the end of the second week of the term.**</p> <p>Does the student have a financial aid award posted (not in gold) to A/R for the term indicate?..... <input type="checkbox"/> Yes <input type="checkbox"/> 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 (i.e. funds not yet on student account) are not eligible**</p> <p>Has the student received a Book Allowance already for this term?..... <input type="checkbox"/> Yes <input type="checkbox"/> No          If "No," approved (complete appropriate section below).          If "Yes," request denied (complete appropriate section below). Only one book allowance is permitted per term. However, the student may be eligible to charge in RCC's Bookstore through Wednesday at 4:00 pm of the second week of the term or eligible for a refund of any excess aid at the end of the second week of term.**</p>
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<p>[ ] <b>Request Approved</b> (If Yes, Yes, and No indicated above.)</p> <p>COA Book/Supply Allowance Based on Aid-Eligible Enrollment Level .....\$ _____ (A)</p> <p>"Excess Aid" (posted aid, less tuition and fees = payment balance)..... \$ _____ (B)</p> <p>Requested Allowance Amount, as documented ..... \$ _____ (C)</p> <p><b>Eligible Book Allowance (lesser of A, B or C) .....</b> \$ _____</p> <p>Date Processed..... ____/____/____</p> <p>RCS Processing Directions: Scan, copy/paste document in email to RCC's A/R Specialist to issue and mail a refund check.</p> <p>[ ] ** <b>Request Denied</b> (If No, No, or Yes indicated above.)</p> <p>RCS Processing Directions: Scan, highlight reason for denial and return to student.</p>
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