



## PERKINS BASIC GRANT BOOK LOAN PROGRAM APPLICATION

To be eligible for this program, students **MUST** be a Career and Technical Education major.

### Form Instructions:

1. Complete this entire form. Incomplete forms will not be processed.
2. When completed, return to the Student Success Center/Career and Technical Advisor.
3. **Please submit only one application.** To make changes to your application, visit the Student Success Center/Career Technical Advisor.
4. You will receive a call within 48-72 hours after submission to come and pick up your books.
5. You will be required to sign for your books when you pick up your order.

Name (Last, First, MI):  SSN:

Address (Street, City, State, Zip):

Phone Number:  Email Address:

I am receiving Financial Aid:  Yes  No College Major:

### Instructions for Completing the Table:

You must provide all the information requested for each book.

1. Provide the information for the **book you want the most** and continue with the books you want the least.
2. Provide the **course number** associated with the book you are requesting (**ex. BCIS 1305**).
3. Provide the **building and room number** where the course meets (**ex. MON107**).
4. Provide the **official course name** as shown on your schedule (**ex. Business Computer Applications**).
5. Provide the **exact name of the textbook** you are requesting.
6. Provide the name of the **textbook author(s)**. For multiple authors, enter as many names as the area allows.
7. Provide the **publishers's edition number** if applicable (**ex. 3rd Edition**).

### BOOK #1 AND CLASS #1:

Course Number:  Course Name:  Bldg. /Room #:

Textbook Name:  Textbook Edition #:

Textbook Author(s):

### BOOK #2 AND CLASS #2:

Course Number:  Course Name:  Bldg. /Room #:

Textbook Name:  Textbook Edition #:

Textbook Author(s):

Please explain why you are requesting a book loan:

I understand that I will need to also turn in the following documents with this application:

1. Your student schedule as shown in CampusConnect.
2. A document showing your Financial Aid Award Summary from CampusConnect.

I understand I may only receive two books and I may not write, underline, highlight or remove any pages from the books.

I understand if I am tardy in returning my book on two or more occasions, I will be ineligible to participate in the book loan program.

I agree to pay new book replacement costs if it is defaced, lost, stolen or damaged.

Each book option I have requested is a required/core course for my major.

For notification purposes, the telephone number I have submitted is a working number and has voicemail capabilities.

If I acquire one of these books from another source, I will notify the Career and Technical Advisor to have that book removed from my application.

**Books that come with one-time use access codes are NOT ELIGIBLE for purchase.**

**Access codes are NOT ELIGIBLE for purchase.**

I understand that my application will not be considered if it is INCOMPLETE.

\_\_\_\_\_ **Please initial here to indicate that you have read and understand all the statements above.**

Students will be notified in writing or via phone message if they have been approved or denied Book Loan Funding. Student must be registered for classes in order for a Book Loan Application to be considered for funding. The Perkins Basic Book Loan Program will only cover courses within the curriculum for career and technical majors.

Funding is extremely limited for the Book Loan. Funding is available on a first come, first serve basis. Your application will be date and time stamped and funds distributed in the order received. If you have a hold on your account or are not registered for classes, your application will NOT be processed. It is the student's responsibility to check for holds on their account.

You will be approved for a book loan only for the classes you are enrolled in at the time of application. Should you change courses, you will be responsible for funding books needed for those courses.

If I qualify for book loan assistance, I agree to return books to the Student Success Center/Career and Technical Advisor in good condition by the due date. I understand that if the book loaned is not returned by that time, a HOLD will be placed on my student account and I will not be eligible to receive another book loan.

### Book Loan Application Schedule

Semester	Application Accepted Beginning	Books My Be Returned By
Spring 2019	January 2, 2019	May 9, 2019
Summer I 2019	May 29, 2019	July 3, 2019
Summer II 2019	June 24, 2019	August 7, 2019

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Parent's Signature (Required if recipient is under age 18)**

FOR OFFICE USE ONLY

Time/Date Received

Approved for Book Loan:  Yes  No

Notes:

Notified:  Yes  No