



Book Advance Request

What is a book advance?

A book advance is a way to have money put on your PC ID card to be used in the Campus Book Store to pay for books and supplies at the beginning of each semester.

Who can get a book advance?

Students who have total financial aid (including loans) in excess of PC charges for the semester can have the excess, up to the allowable maximum, converted into a book advance.

How does it work?

In Person

- Step 1 – Complete Part A of this form and give to your financial aid counselor.
- Step 2 – If you are eligible, your counselor will complete Part B, give you the original and a copy for you, and make a copy for your financial aid file.
- Step 3 – Take the original to the Bursar's Office (Harkins 400) where they will add the authorized amount to your PC Card (Graduate and SCE students will get a temporary card).
- Step 4 – Use your PC Card to buy books in the bookstore.

By Mail or Fax (Undergraduates Only)

- Step 1 – Complete Part A of this form and mail or fax to the Financial Aid Office.
- Step 2 – If you are eligible, your counselor will complete Part B, make a copy for your financial aid file, and send original to the Bursar's Office.
- Step 3 – Bursar's Office will electronically add the authorized amount to your PC Card and email you when ready.
- Step 4 – Use your PC Card to buy books in the bookstore.

Part A – To be completed by the student.

Student Name: _____ Banner ID # _____

Level: _____ (Undergraduate, SCE, Graduate) E-Mail Address: _____

Requested Amount: \$ _____ *Note: The current maximum is \$450 for undergraduate/day students. The amount may vary for SCE and Graduate Students (check with your Financial Aid Counselor). Although your actual costs may be higher, the maximum allowed is half the annual budgeted book costs as determined by the Office of Financial Aid. Your requested amount cannot exceed your expected costs for books and supplies this semester, and cannot exceed your anticipated credit balance for the semester.*

I am requesting a refund of PENDING financial assistance in order to purchase books and supplies for classes. I understand that the funds transferred to my PC Card will be charged to my PC student account and will reduce any refund owed to me after all aid has been credited to my student account. I also understand that if any expected financial aid does not credit my account or if aid is reduced for any reason, I am responsible for paying the charge generated by this request. My signature below indicates my understanding and acceptance of the terms of the book advance program, and my authorization for the release of funds to my PC Card.

Student Signature: _____ Date: _____

Part B – To be completed by the Office of Financial Aid

Current charges: \$ _____

Total aid pending: \$ _____

Balance: \$ _____

Amount authorized: \$ _____ Written amount _____

Financial Aid Officer Signature _____ Date: _____