



## FINANCIAL AID OFFICE BOOK ADVANCE AUTHORIZATION

Student Name \_\_\_\_\_

CCCC ID \_\_\_\_\_

### To purchase books using financial aid:

1. Complete and sign this form.
2. Return this form to the Financial Aid Office as soon as possible. You will not have to sign this form every semester.
3. Each semester the Financial Aid Office will provide you with confirmation of your book voucher either in person, on CampusWeb, or by email.
4. Beginning 2 weeks before classes start, take a photo ID and a class schedule to the College Bookstore.
5. All book charges must be complete by the end of the 3<sup>rd</sup> week of the semester. Exact dates will be posted each semester.
6. The Business Office will include the Bookstore charges on your College bill and use your financial aid to pay charges.
7. **If your financial aid eligibility changes and you do not have sufficient funds to cover your account, you will be responsible for paying the balance to the College.**

This authorization allows you to purchase textbooks and related educational supplies at the College Bookstore. This amount is a portion of anticipated financial aid funds. The Financial Aid Office and Business Office have agreed to a maximum amount based on full time, three quarter time, and half time enrollment status. Advances to students with less than 6 credits are on a case by case basis.

By signing this form, you are authorizing the College to use your federal, state, or other source of financial aid (grants or loans) to pay for educational related expenses in addition to your tuition and fees. You are also agreeing to the conditions stated on this authorization form. You may revoke this authorization by submitting a written statement to the Financial Aid Office.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### Return completed form to the Financial Aid Office

Cape Cod Community College, 2240 Iyannough Road, West Barnstable, MA 02668-1599

Phone: 774-330-4393 Fax: 508-375-4026

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