

Office Use Only		
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## 2019-2020 Book Advance Request

**What is a book advance?** A book advance is a way to have PC Cash put on your PC ID card to be used to pay for books and supplies through the PC Bookstore at the beginning of each semester. **Who is eligible?** Students who have a credit on their student account that is not the result of a TMS plan. **How much can I request?** The credit balance up to the allowable maximum (see 'Requested Amount' below). **How does it work?** All students may bring this form in person to the Office of Financial Aid. If eligible, a counselor will complete the form and give it back to you. Take the original to the Bursar's Office – Harkins 400 and they will add the charge to your student account. Then take the original to the PC Card Office - Harkins, Room 401 and they will add the authorized amount to your PC Card as PC Cash. Books can be purchased in person at the Bookstore with your PC ID or online through the Bookstore website by choosing PC Cash upon checkout. Undergraduate Day students can mail or fax this form to the Office of Financial Aid (not available to SCE or Graduate students). **How do I check my card balance?** Download the PC Card app (from iTunes or Google Play) to check your balance.

Student Information	Financial Aid Information (To be completed by the Office of Financial Aid)
Student Name:	Current Charges:
Banner ID:	Total Pending Aid:
Level (UG, SCE, GR):	Balance:
Email Address:	Amount Authorized:
Requested Amount*: <small>*UG Max=\$550/semester, SCE Max=\$130/class, GR Max=\$160/class</small>	Written Amount:

Staff Signatures
Office of Financial Aid Signature: _____ Date: _____
Bursar's Signature: _____ Date: _____
Card Access Office Signature: _____ Date: _____
Student Signature
<p>I am requesting a refund of PENDING financial assistance in order to purchase only books and supplies for classes (not gift cards). 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 to 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.</p>
Student Signature: _____ Date: _____