



Office Use Only		
First Name:	# of Pages:	Tracking Code: BOOK
Last Name:	Current Status:	Prepped by:
BID:	Prior Status:	Date Prepped:

2024-2025 Book Advance Request

A book advance allows a student to place a portion of his or her semester refund on their PC ID card to purchase books and supplies through the campus bookstore. Only students who have an anticipated credit (not the result of a payment plan) on his or her student account may submit a book advance at the start of each semester.

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 = \$225/semester SCE Max = \$150/class GR Max = \$200/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 an advance on my semester credit in order to purchase books and supplies (not gift cards) through the campus bookstore. I understand that the funds transferred to my PC Card will show up as a "charge" on my student account and automatically reduce any semester refund owed to me. I also understand that if any resources are reduced/changed 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>
<p>Student Signature: _____ Date: _____</p>