

Student Name: _____ ID: _____

This form is primarily for registered students who have a complete financial aid application on file but are still waiting for their award OR who are enrolled in more credits than their award is for.

BEFORE submitting this form you must do the following:

- Verify that you are registered for Spring 2017 classes
- Check to see if you already have an allowance by logging into The Q, select My Academics, My Finances, View/Pay My Bill.
 - If a “Bookstore Allowance” is listed under “fees”, you may go to the Bookstore with a photo ID to use your allowance.
 - If you have a credit balance but no allowance is listed, this will generally convert to an allowance the next business day. **If student loans are a part of your financial aid award, you will only receive a Bookstore Allowance based on those funds when both the Entrance Counseling and Master Promissory Note (MPN) are received.** Once completed, it may take 3-4 days before an allowance is issued. You will be sent a Qmail when a Bookstore Allowance is available.
- If you have not been awarded verify that your financial aid file is complete by clicking “View Financial Aid Document Tracking” on The Q. If additional documents are needed you must submit them before submitting this form.
- If you have an award, but it is based on a different number of credits than you are registered for, (compare your actual enrollment to the credit load that your award is based on your award letter or under “Financial Aid Awards” on The Q) check the box below.

REQUEST My registered credits differ from my awarded credits. Please review.

How much do you need to cover your books and necessary supplies? (Be sure to consider these costs for all of your courses this semester.)

Books: \$ _____ Supplies (pens, notebooks, clicker, calculator etc.): \$ _____

Bus Pass: \$ _____ Computer*(see below): \$ _____ **TOTAL: \$ _____**

SIGNATURE

I understand:

- My request may take up to 1 week to be reviewed.
- **If no grant funds are available, my request will be funded with federal student loans.**
- Eligibility for grant funding for books and supplies will be based on a standard allowance for the number of credits in which I am enrolled.
- If I am charged for Health Insurance, I will waive the charge if I have sufficient coverage. If I cannot waive the health insurance, I will pay the charge out of pocket or with student loans, if eligible.
- ***All computer requests will be funded with federal student loans. Students seeking funding for a computer must complete both Entrance Counseling and MPN at www.studentloans.gov before submitting their request.**
- If I am awarded student loans, no funds will be applied to my student account until I have a completed Master Promissory Note and Entrance Counseling on file. (These may have been completed in a prior year.)
- I will be responsible for any outstanding charges on my account, including bookstore charges, if I am not eligible for sufficient financial aid funds to cover my costs.
- I will be notified by Qmail once my request has been reviewed.

Student’s Signature: _____ Date: _____