

Los Angeles Community College District CalWORKs Program



CITY • EAST • HARBOR • MISSION • PIERCE • SOUTHWEST • WEST • TRADE-TECH • VALLEY • WEST

ANCILLARY REQUEST FORM

This form is to request textbooks/materials above standard payment from GAIN.

Semester:Year		Student ID #:			
Major:	Case #:				
Name:	MI First				
Address:		City	State	Zip	
Telephone #: () —					
Name of GAIN Service Worker (GSW):	GSW File #:				
GAIN Office Location:	GSW Phone Number:				
Primary Campus:	Secondary Campus:				
Are you receiving textbook/materials grant from	n EOPS/other grants? Y	ES NO If YES	S, amount? \$		

GUIDELINE ACKNOWLEDGEMENT AGREEMENT

PLEASE READ CAREFULLY AND INDICATE YOUR INITIAL TO ACKNOWLEDGE THAT YOU UNDERSTAND THE FOLLOWING:

- You must be an active participant with the LACCD CalWORKs/GAIN Program and in good standing with the College and the Los Angeles County CalWORKs/GAIN Programs.
 If you are receiving a textbook grant from EOPS, this amount will be reduced in the request to your GSW for additional funds.
- For textbook requests above your standard payment, you may be asked to provide supporting documents

such as syllabus or note from your instructor.

- You must provide receipts for anything above the advanced standard payment issued to you.
- **IMPORTANT**: If you have not received your funds for books and supplies within 10 days of submitting your request, contact your GSW.

My signature below indicates that I understand these guidelines, acknowledge that this form is completed to the best of my knowledge, and agree that the items indicated are required for my courses.

Student Signature

Date



LACCD MISSION:

The mission of the Los Angeles Community College district is to provide our students with an excellent education that prepares them to transfer to four-year institution, successfully complete workforce development programs designed to meet local and statewide need, and pursue opportunities for lifelong learning and civic engagement.



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Student: This form will be used to request additional funds for your required textbooks/materials above the standard payment you received from GAIN. Please itemize all textbooks/materials. Attach copies of receipts if necessary.

Name:				Case#:	
	Last	MI	First		
Semester:	Year	Campus enrolled:			

Attention GSW: _____

The student is requesting the following textbooks/supplies for their studies at our college:

Class # Course Name	Required Textbook/Supply/Fee	Cost (without Tax)			
		Book(s)	Supplies	Fees	
Tax					
Subtotal			II		
Shipping & Handling		<u> </u>			
TOTAL					

Place college stamp here:

Approved by:

CalWORKs College Representative