

Book Check Exception Form

A manual book check is available to qualifying students during the first two weeks of classes. Book checks will take 5 business days to process and will be mailed to the address provided by the student. By signing this form your Follett book allowance will no longer be available through your campus bookstore.

NAME: _____ **CAMPUS:** _____

ADDRESS: _____ **SS #:** _____

_____ **PHONE:** _____

COURSES: _____

Please list the book(s) and supplies needed below, including title, ISBN, course, and cost. Also attach documentation of book cost for each book requested.

Book Title	ISBN	Course	Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Supplies: (Provide Description)	Course	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason: _____ **Total Cost:** _____

If there is not at least \$25.00 left on your Follett book allowance, a manual book check will not be processed. If your Financial Aid does not disburse within 60 days, you will be billed for the total amount of your book allowance used plus any manual book check received. If your Financial Aid award is cancelled, you become immediately responsible for paying back the book allowance used plus any manual book check received.

I understand that by signing this from my Follett book allowance will be terminated, and I will no longer be able to use the book allowance. I also understand that this manual book check must be paid back to FCCJ, and that I am responsible for this debt if my Financial Aid award is cancelled, or is not enough to cover the cost of the total book authorizations.

Signature: _____ **Date:** _____ **Time:** _____

FOR OFFICE USE ONLY

Business Office Signature: _____ Date: _____

Finance Signature: _____ Date: _____

Follett Signature: _____ Date: _____

Follett Allowance Amount: _____

Follett Comment: _____
