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: _____ _____ _____
Last *MI* *First*

Address: _____ _____ _____ _____ _____
Street *Apt#* *City* *State* *Zip*

Telephone #: (_____) _____ — _____ LACCD Student Email: _____

Name of GAIN Service Worker (GSW): _____ GSW File #: _____

GAIN Office Location: _____ GSW Phone Number: _____

Primary Campus: Select your campus Secondary Campus: Select your campus

Are you receiving textbook/materials grant from EOPS/other grants? ☐ YES ☐ NO If YES, 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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ANCILLARY REQUEST FORM

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: Select your campus

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	0		
		Shipping & Handling			
		TOTAL	0		

Place college stamp here:

Approved by:

_____ _____

CalWORKs College Representative Date