



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: _____ 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: _____ Secondary 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.

_____ You must notify our office if you drop/withdraw from any of your courses. You may be asked to repay any overpayment for ancillaries.

For textbook requests above your standard payment, you may be asked to provide supporting documents such as syllabus, note from your instructor, and or receipts.

_____ **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: _____ Last _____ MI _____ First _____ Case#: _____

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					
Shipping & Handling					
Subtract Standard Payment issue under SB1232					
Subtract EOPS or other grants					
TOTAL					

Place college stamp here:

Approved by:

CalWORKs College Representative

Date