

Advances of financial aid funds may be granted Aug 30 - Sept 17, 2021

Supply Request Advances can be made for documented expenditures directly associated with enrollment at BCC and in an amount no greater than \$800.00:

- Laptop, tablet purchase *(see reverse for acceptable documentation)*
- Special course supplies *(see reverse for acceptable documentation)*

Advances CANNOT be granted for general living expenses.

Student's Name: _____ Student ID: _____

Amount Requested: _____ Date: _____

Student Email Address: _____ Phone: _____

(We will notify you by email as to the outcome of your request for an advance.)

Explain why you need an advance on your financial aid funds; be specific:

(You may attach a one-page typed letter):

Signature: _____ Date: _____

Attach Required Supporting Documentation

- **See examples of acceptable documentation on the reverse.** *(NOTE: The Student Financial Services Office may request additional information by email if deemed necessary to support your request for a supply request advance.)*

Acceptable Supporting Documentation

1. If you need to buy a computer, printer, or course supplies not sold in the College Bookstore

- Signed statement (see reverse) explaining the need for the purchase, and
- Copy of the course syllabus citing the item(s) needed, and
- Computer printout or register receipt documenting the cost of the purchase(s)

2. If you would like to purchase textbooks off campus

- Signed statement (see reverse) explaining the need for the advance, and
- Copy of the course syllabus citing the item(s) needed, and
- Computer printout or register receipt documenting the cost of the purchase(s)

NOTE: The Student Financial Services Office may request additional information by email if deemed necessary to support your request for an advance.

Notification of Advance

If your application for an advance is denied:

- You will be notified by email.

If your application for an advance is approved:

- You will be notified by email.
- Your advance check will be ready for you to sign for (with photo ID) at the Student Financial Services Office, F122, beginning at 8:00 am on the Friday following notification of approval.