

Application Instructions and Information

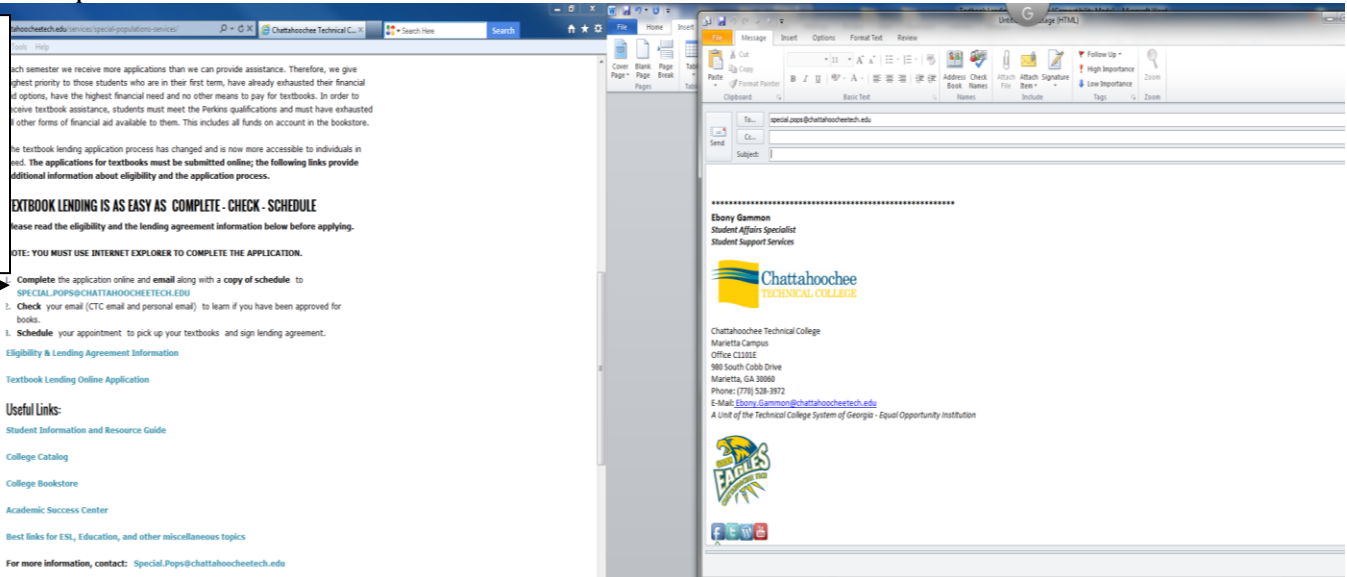
Please read before completing application.

NOTE!! You must use INTERNET EXPLORER to complete the application. If you use Chrome or Firefox, the application will not save properly!!!!

1. In the application below, there are areas highlighted in blue TYPE your information into this form. DO NOT print the form and write the information in. Please answer all questions.
2. Save the application AND name the application. Applications should be named in this manner : First & Last Name TLA 2014 (example: JohnDoeTLA2014)
3. Attach the application to an email. If you go back to the Special Populations web page you can just click the hyperlink for the email address, this will open an email and the email address will prefill. Email application to SPECIAL.POPS@CHATTAHOOCHEETECH.EDU

Example:

Click this link to open an email to Special.Pops@chattahoocheetech.edu



4. Include a copy of your schedule with your application. You can either attach it or copy and paste it into the email.

DO NOT

- * DO NOT SIGN THE APPLICATION
- * DO NOT PRINT AND SCAN THE APPLICATION
- * DO NOT SUBMIT MULTIPLE APPLICATIONS



Textbook Lending Application

PERSONAL INFORMATION											
Date		Student ID#		Term		Non-CTC Email					
Last Name		First Name		Phone		Credit Hours					
Are you receiving Pell? Yes No		Are you a single parent/pregnant mother? Yes No		Program of Study							
Is English your first or native language? Yes No_				Are you a Displaced Homemaker? Yes No							
Do you receive Food Stamps or TANF? Yes No				Are you registered with Disability Services? Yes No							
Are you in a Non- Traditional Program? (less than 25% of the gender in the classroom) Yes No						Is this your first term at CTC? Yes No					
Are you a veteran? Yes No		How did you hear about the Textbook Lending Program?		Have you checked out books in the past? Yes No							
REQUESTED TEXTBOOKS											
SUBJECT		COURSE	NUMBER	CAMPUS	FOR OFFICE USE ONLY			Student Signature			
Example: Accounting		ACCT	1101	Marietta	Books Cost	Release Date	Staff Initial				
FOR OFFICE USE ONLY											
Student is Eligible Yes ____ No ____		Student is Ineligible Yes ____ No ____		Unexhausted Pell Remaining		Do not have books needed Yes ____ NO ____		Not Registered Yes ____ No ____		Does not Qualify Yes ____ No ____	
All textbooks returned Yes ____ No ____		Hold on account Yes ____ No ____ Amount ____		Prior hold Yes ____ No ____		Partial Return Yes ____ No ____		Books Still Out			
CTC Lending Library Application Statement											
<p>I certify that the information on this application is true and correct. I understand that any lost books must be replaced by me by the end of the semester. I am aware that a hold will be placed on my student records, if any items listed above are not returned by the end of the current semester in the same condition in which they were given. In the event that a hold is placed on my student record, I will be charged the price of a copy of the new textbook. I will not be allowed to re-register for the next term, obtain transcripts, or copies of student records and any classes that I am registered in subsequent terms will be dropped. I understand that misrepresentation or omission of information will be sufficient for rejection of the application.</p>											
Signature						Date					

