

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 Term Year
Example: John Doe TLA Fall 2014
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 CTCTextbookLending@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

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Textbook Lending Application

PERSONAL INFORMATION								
Date		Student ID#		Term		Primary E-mail		
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 your gender in the classroom) Yes No						Are you a veteran? Yes No		
Is this your first time using the program? Yes NO		Alternate Campus Pick-up		How did you hear about the Textbook Lending Program?				
REQUESTED TEXTBOOKS								
SUBJECT		COURSE	NUMBER	CAMPUS	FOR OFFICE USE ONLY			
Example: Accounting		ACCT	1101	Marietta	Book Cost	Release Date	Staff Initial	
							Student Signature	
FOR OFFICE USE ONLY								
Student is Eligible Yes ____ No ____		Eligibility Markers		Pell Remaining		Denied Reason Yes ____ Holds Pell	Number of Books Loaned	Number of Books Returned
<p>CTC Textbook Lending Library Application Statement</p> <p>I certify that the information on this application is true and 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		

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