



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: _____ 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. If you are having a textbook grant from EOPS, this amount will be reduced in the request. 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.

