Columbus State Bookstore
Distance Learning Request Form for Textbooks

Dear Financial Aid Book Allowance Student:

If you are a distance learning student who resides outside of the college service area (Franklin, Delaware, Madison, and Union Counties) and you have a financial aid award in excess of tuition and fees, you can use this request form to place a textbook order. Please complete the form below and email it to bookstoreweb@csc.edu or fax to 614-287-6441 along with a copy of a valid Columbus State Cougar ID card, driver’s license, state ID, or military ID. The ID must be legible or your order may be delayed or denied. If the order is approved, it will be shipped within three business days. All applicable shipping charges apply.

Name ___________________________________________ Cougar ID Number ____________

Street Address __________________________________ City __________________ State ________ Zip Code __________

Email Address ________________________________ Home Phone Number (____)_____________ Cell Phone Number (____)______________

Course ID  Class Type  New  Used  Required  Required & Optional

_____  In Class ___ Hybrid ___ Web ___  New ___ Used ___ Required Books ___ Required & Optional ___

_____  In Class ___ Hybrid ___ Web ___  New ___ Used ___ Required Books ___ Required & Optional ___

_____  In Class ___ Hybrid ___ Web ___  New ___ Used ___ Required Books ___ Required & Optional ___

_____  In Class ___ Hybrid ___ Web ___  New ___ Used ___ Required Books ___ Required & Optional ___

_____  In Class ___ Hybrid ___ Web ___  New ___ Used ___ Required Books ___ Required & Optional ___

If used books are not available would you like new books in place of used? Yes____ or No____

By signing below, I authorize Columbus State Community College to charge the order above, not to exceed $650, against my excess financial aid. For value of items purchased, I promise to pay Columbus State Community College, or the holder of my account, for any balance that is a result of changes in my financial aid eligibility or adjustments in my schedule. It is my responsibility to pay any outstanding balance on my account, prior to registering for a future term or receiving an official transcript, even if I do not receive financial aid.

_________________________________________  ____________________________
Student Signature  Date

Revised 07/31/12