

FINANCIAL AID PRE-ORDER FORM
Follett Bookstore at Gateway Community College
203-865-5614

Name: _____

Banner #: @_____

Phone: _____

E-mail: _____

First Preference (Please Circle ONE): USED NEW

Second Preference (Please Circle ONE): USED NEW NONE

Please attach a copy of your final schedule. It's your responsibility to bring to the bookstore any schedule changes you make prior to picking up the books.

By signing this document, you are authorizing the Follett Bookstore to use your Financial Aid for the cost of the books. Students are responsible for any charges not covered by your financial aid award. If there is no Financial Aid available in your account, your order will **NOT** be processed. Also, Gateway Community College and Follett Bookstore are not responsible for any changes in your award based on a schedule change or any purchases needing to be made after the bookstore's financial aid period is over.

Signature: _____ Date: _____

Instructions

1. Submit this form and a copy of your **final** schedule to the bookstore (N-109) between Thursday, January 2, 2014 and Friday, January 17, 2014.
2. After Wednesday, January 8, 2014, you will receive a phone call from the bookstore notifying you that your order is ready to pick-up.
3. Students **must** come in person to pick up their book order. Your student ID and signature will be required to pick up your order.
4. Your books will only be held until **seven (7)** business days after classes start.
5. Please contact the bookstore manager for business hours, return/exchange policy, any issues or questions at 203-865-5614.

Please keep the bottom portion of this form for your records.