

Opt-Out Book Refund Request

Cloud County Community College students may use their Federal Financial Aid credit to charge books and supplies from the CCCC bookstore to their student account. In order to charge books using Federal Financial Aid, the student's file must be complete and awarded and have a Federal Financial Aid credit on their student account. CCCC students may opt-out of the student account charge process and receive an opt-out book refund of their Federal Financial Aid credit to purchase books elsewhere.

If you wish to receive an opt-out book refund, return this completed form to the Financial Aid Office.

Last Name	First Name	MI
Address	City	State
CCCC ID# or SSN	Phone number (include area code)	

I wish to opt-out of Cloud County Community College's student account charge process and receive an opt-out book refund of Federal Financial Aid credit to purchase books elsewhere.

I understand the opt-out book refund will be processed according to the following policies.

- This form must be returned by the first day of class for each payment period.
- Students must have a completed and awarded Financial Aid file 10 days prior to the payment period and a Federal Financial Aid credit balance available.
- Book scholarships are exempt from the opt-out book refund.
- You may not receive both an opt-out book refund and participate in the student account charge process.
- The refund to be used for books and supplies will be available by the 7th day of the student's payment period.
- The Business Office will process and issue a check for the opt-out book refund.
- The opt-out book refund will be made from funds in excess of direct charges to the college. If the Federal Financial Aid credit does not completely cover the direct charges, an opt-out book refund will not be available.
- You must have completed Business Office Requirements for Payment Confirmation.
- Opt-out book refunds are dependent on enrollment status, so if your enrollment status changes, your opt-out book refund amount may also change.
- The opt-out book refund amount will be limited to the book component of the CCCC's Cost of Attendance (COA) as determined by the Director of Financial Aid and will be calculated by the current attending credit hours of enrollment.

Full Time (12+ credit hours) =	\$772.00	½ time (6-8 hours) =	\$386.00
¾ time (9-11 hours) =	\$579.00	<1/2 time (1 to 5 hours) =	\$193.00

If your financial aid eligibility changes you will be responsible for the balance created on your student account for the opt-out book refund.

If you do not receive Federal Financial Aid or withdraw prior to receiving your financial aid, all outstanding student account charges will be your responsibility.

Student Signature	Date	Requested Amount
For the Financial Aid Office to Complete		
Date of Completed FA File	Credit Balance on Acct / class Schedule Attached	Textbooks Charges on Student Account
Authorized Signature:	Date:	Opt-Out Book Refund Amount