

# Textbook Assistance Fund Guidelines

## ***PURPOSE***

The purpose of the Textbook Assistance Fund is to provide assistance to undergraduate students who are unable to purchase required textbooks due to financial hardship. The fund is intended to assist students by providing financial support where a clear need exists.

## ***ADMINISTRATION OF THE FUND***

The Textbook Assistance Fund is administered by the Director of Learning Support Services (DLSS) in consultation with appropriate faculty or staff members. The Student Life office will remind faculty, staff, and administrators of the existence of the fund and guidelines regarding its use at the beginning of each semester. All requests must be submitted using the Textbook Assistance Request Form and must be approved by the DLSS. Required books and class supplies will be purchased at the Bruin Store, which will match prices of online sellers. The Financial Aid office will be consulted to confirm student need.

Assistance will be available while funds last. Students requesting financial assistance should have first exhausted their immediate support network (i.e., family, friends). This will ensure the availability of funds for a greater number of students who lack the financial resources to cover textbooks.

## ***REQUEST PARAMETERS***

Funds may be requested for required textbooks or course materials, with priority given to first year students in their first semester of college. Students can make a one-time request for a maximum of \$500 from the Textbook Assistance Fund; exceptions for the maximum amount, or a second request, must be based on unusual circumstances and must be approved by the DLSS. Funds will not be provided when funds are available through a student's immediate support network of family and friends. Used books should be purchased when possible.

## ***REQUEST PROCESS***

Requests for financial assistance can be submitted on behalf of a needy student by the student, a faculty member, staff member, parent, friend, or relative. The request should be made using the "Textbook Assistance Request Form" on the second page of this document and available on the website at [ssn.georgefox.edu](http://ssn.georgefox.edu).

To complete the request form:

- Search the Bruin Store website ([store.georgefox.edu](http://store.georgefox.edu)) and find the lowest price to purchase books. List prices for used books when possible.
- Search for new books sold by [Amazon.com](http://Amazon.com) (not private sellers); print out the lowest price available and attach to the request form.
- Enter both purchase prices and the Bruin Store rental price on the request form. Make a note if you are requesting an online resource instead of a book.

Final approval of both the request and the amount of money requested lies with the DLSS or his designee.



# Textbook Assistance Request form

Student Name (printed): \_\_\_\_\_ GFU ID: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ George Fox Email: \_\_\_\_\_

Year in School: \_\_\_\_\_ Financial Aid Counselor: \_\_\_\_\_

Mark all that apply:

(This information is for program evaluation only, not for decisions about funding)

- One or both parents graduated from college
  English is my first language
  I am involved in intercollegiate athletics at George Fox

**Confirm the following statements by marking the checkboxes. All are required before the request will be considered:**

- I have read the Textbook Assistance Fund Guidelines and believe this request meets the guidelines.
- I searched Amazon.com for new copies of my books and have attached electronic or paper copies of the lowest prices.**
  - Must be NEW copies that say “Ships from and sold by Amazon.com” above the Add to Cart link.**
- I have contacted Rick Muthiah to schedule a conversation about this textbook assistance request.
- I have attached a copy of my financial aid award letter.

## Books Requested

(Print additional sheet if needed)

Course & Section [LITR 100 C]	Professor [Edgar Poe]	Book Title [Tales from Baltimore]	Author [Allan Poe]	ISBN [9876543210987]	Amazon Price [\$51.50]	Bruin Store Purchase Price (Used if possible) [\$60.75]	Bruin Store Rental Price [\$16.50]
Total:					\$	\$	\$

Signature of requestor: \_\_\_\_\_ Date: \_\_\_\_\_

**Email, mail, or drop off completed forms:**

Rick Muthiah, Director of Learning Support Services  
[rmuthiah@georgefox.edu](mailto:rmuthiah@georgefox.edu)  
 Mail Box # 6243  
 Lemmons 9 office suite  
 503-554-2314