

HOPE BOOK ATTENDANCE VERIFICATION

SPRING 2008

INSTRUCTIONS TO HOPE Grant/Scholarship RECIPIENTS: Please carefully read and complete this form. A **CREDIT** will be issued at either the Clarkston or Covington Campus Bookstore for the HOPE Book Allowance.

Step 1: Please list your name, student ID number and courses in the spaces below. In order to receive your bookstore credit, it is required that you take this form to your instructors on the first day of your class and have each instructor sign and date this form during your scheduled time of class. **You cannot have this form signed prior to you attending your first day of class.** Saturday students please read below for times and dates.

STUDENT NAME <i>Please Print</i>	LAST NAME _____ FIRST NAME _____	SS / I.D. NUMBER																	
CRN	SUBJECT & COURSE NUMBER	COURSE TITLE	CREDIT HOURS	*INSTRUCTORS SIGNATURE					DATE										

Please Note: The bookstore credit is a supplement and is not intended to cover the entire cost of your course materials. You should be prepared to pay any additional costs for your books and supplies from personal funds.
If your ADMISSIONS APPLICATION is INCOMPLETE, you will not be issued a bookstore credit.

***BEWARE:** Forgery of Instructor Signature may lead to expulsion from DeKalb Technical College and possible criminal prosecution

Step 2: After you have your instructors' signatures please review the locations and times below where you can receive your Bookstore Credit.

Based on the number of hours for which you are registered, you will receive a credit for \$50 (5 hours or less) or \$100 (6 hours or more).

If you registered for 6 hours or more, you must submit signatures for a minimum of 6 hours to receive you bookstore credit.

CLARKSTON CAMPUS
On March 31 st and April 1 st a representative from the Student Financial Services Office will be available outside the Clarkston Campus Bookstore to issue your Bookstore Credit. You will need to bring this form along with proper photo identification.
TIMES: March 31st 10:00 am – 8:00 pm April 1 8:00 am – 8:00 pm
From April 2 nd thru April 17 th you must bring this form to the Student Financial Services Office (Room A 212 or A 214) to receive your bookstore credit.
TIMES: Monday and Tuesday 9:00 am – 7:45 pm Wednesday and Thursday 9:00 am – 6:00 pm Friday 9:00 am – 4:30 pm (first week of school only) Saturday 9:00 am – 2:00 pm (April 5 ONLY)
AFTER April 17 th you will no longer be issued a Bookstore Credit. A CHECK will be mailed out before the end of the quarter

COVINGTON CAMPUS
On March 31 st and April 1 st a representative from the Student Financial Services Office will be available in the Auditorium to issue your Bookstore Credit. You will need to bring this form along with proper photo identification.
TIMES: March 31st 10:00 am– 8:00 pm April 1st 8:00 am – 8:00 pm Thursday, April 3rd (ONLY) 8:00 am – 5:00 pm
From April 2 nd thru April 17 th you must bring this form to the Student Financial Services Office (SFS) Office (Building A – SFS Lobby Window) to receive your bookstore credit.
TIMES: Monday and Thursday 8:00 a.m. – 8:00 pm Tuesday, Wednesday and Friday 8:00 a.m. – 4:30 pm
AFTER April 17 th you will no longer be issued a Bookstore Credit. A CHECK will be mailed out before the end of the quarter