



Saddleback College

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EWD and Bus Sci Division Office – BGS 226

28000 Marguerite Pkwy, Mission Viejo, CA 92656

Career Technical Education (CTE) Book Loan Program Application

Please indicate what assistance you are currently receiving. Please check all that apply:

- Financial Aid BOGW EOPS DSPS Any other book voucher or book waiver assistance thru any program on campus NONE

Student Information

Student's Last Name

Saddleback College Student ID#

Student's First Name

Student Phone Number

@saddleback.edu

Please provide your Saddleback Student Email address

Name of your DECLARED CTE Major/Program, must match MySite

Number of CTE program units completed to-date

Number of CTE program units registered this semester

List your current GPA

List CTE Book/s requesting to loan this semester

Class Ticket number	Course ID	Book Information	Start date of the class	End date of the class

Check-out and Return conditions: Books can be loaned the week class starts. All loaned books MUST be returned by the Required Return Date in the condition they were checked out. If a book is not returned on time, returned damaged, or is lost - a hold will be placed on the student record for the full price of the book until full payment is made. Please note: this hold will prevent student from enrolling in classes and getting student records.



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Career Technical Education (CTE) Book Loan Program Eligibility Criteria

Criteria I: Proof of CTE Program enrollment

Please login into MySite account, PRINT and ATTACH your current semester Enrollments page. Your documents MUST show the following:

- Proof that Saddleback College is your college of record.
- Proof that the CTE Program listed above is the same DECLARED CTE Program that's listed on MySite.

Criteria II: Proof of Financial need

You must show you have financial need. Please provide a proof of approval or denial of your FAFSA application (or a DREAM Act application). **IMPORTANT: If you were not eligible for FAFSA - you might still qualify for the CTE Book Loan program!** Please visit Financial Aid office or EOPS office and obtain signatures required to complete this section.

Type of Assistance receiving: (Please select all that apply)	Signature and Date of the Financial Aid or EOPS office staff member:
<input type="checkbox"/> Student's FAFSA application has been received; Student IS qualified for financial assistance.	
<input type="checkbox"/> Student's FAFSA application has been received but the Student IS NOT qualified for financial assistance.	
<input type="checkbox"/> Student is receiving EOPS assistance.	
<input type="checkbox"/> Student is receiving BOGW - Board of Governors Waiver.	

Criteria III: Special Population

Student must identify with at least ONE of the following Special Population groups:

- Non-Traditional:** Student preparing for non-traditional training and employment (such as: males in nursing, females in automotive, etc.)
- Displaced Homemaker:** Has worked as an adult primarily without pay to care for the home and family, and for that reason had diminished marketable skills.
- Economically Disadvantaged:** Has been dependent on public assistance or on the income of a relative but is no longer supported by that income. Lost income support.
- ESL Participant**
- Single Parent:** Single Parent who has a minor child/children with custody or joint custody; single pregnant women.
- Students with Disabilities.**
- Migrant:** a worker who moves from place to place to do seasonal work.

Certification Statement

I certify that the above information is true and I qualify for one or more Special Populations mentioned above.

Student's Signature:		Date:	
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Take your completed application form to EWD and Business Science Division office - BGS #226.
 Application processing time: up to 3 business days. Books can be requested the week class starts.
 With questions regarding the program, please contact
 Sandra Cubillos-Bezanilla sbezanilla@saddleback.edu or Mira Manchik at 949.582.4773