COMPUTER PURCHASE VERIFICATION FORM

Semester:  
□ Fall  
□ Spring  
□ Summer  

Year

Student’s Legal First Name  Student’s Legal Last Name  Student ID

Please submit the following documents with your completed form:

1. Store receipt(s) with date of purchase (date must be within the active academic year)
2. Acceptable proof of payment:
   - A copy of endorsed check (front and back).
   - If check is not endorsed, please provide a copy of bank/credit card statement(s).
   - If you paid in cash, provide a signed statement from therapist.

By signing this form, you are agreeing to the following terms and conditions:

- I understand that, once I have exhausted my Stafford Loan eligibility, I must apply and be approved for an additional loan (i.e. Federal Graduate PLUS Loan which requires a credit check from the Department of Education).
- I understand that if I provide false information, the Financial Aid Office reserves the right to cancel this form and/or make any necessary adjustments to my account.
- I understand the maximum increase in Cost of Attendance for my computer purchase is $450 for a laptop, $325 for a desktop computer, and $75 for a printer for the duration of my educational career at CIIS.
- I understand that this is an appeal that can be declined if the purchase made does not abide by Department of Education regulations.
- I understand that I have to submit all forms and meet all requirements a month before the semester ends if I would like to receive the disbursement during the semester I submit this application.
- I understand that the maximum allowed increase for a laptop is $450, a desktop is $325, and a printer is $75. I will provide a separate form for each aforementioned item if I am to request such increase(s).

By submitting this form I certify the information provided is complete and true to the best of my knowledge.

___________________________________________________  __________________________
Signature (must be hand-written)     Date

If you have any questions about the above terms and conditions, feel free to contact our office at:

Financial Aid Office
1453 Mission Street
San Francisco, CA 94103
Fax: 415-575-1268, Phone: 415-575-6148
finaid@ciis.edu