

## BSA Extension Form

**\*\*\*The EOPS BSA Extension request is to be completed when a student's textbook are not in the Bookstore by the last day of BSA's, due to late start classes, or non arrival of texts due to backorder. This form must be completed and submitted by noon, on September 25, 2009 to Cecilia Alvarado, EOPS & CARE Manager.\*\*\***

Submitting an e-mail request does not guarantee your request will be granted. You will be notified of your status via email. While every effort will be made to extend your EOPS BSA account, EOPS has a limited window period when accounts must be closed and billed.

**Email the following information to Cecilia Alvarado EOPS Manager at [calvarado@fullcoll.edu](mailto:calvarado@fullcoll.edu).**

EOPS Student?

Please list your Student Services Specialist.

**List the following in the Email: (Required)**

Student Full Name:

Student ID Number:

Email address:

Instructor's Name:

Section Number:

Course Name:

Full Name of Textbook:

**You will be contacted via email about the status of your request therefore be sure to provide a valid email address.**

Please note: omitting the required information will delay the processing of your request, and may result in the wrong textbook ordered for you.