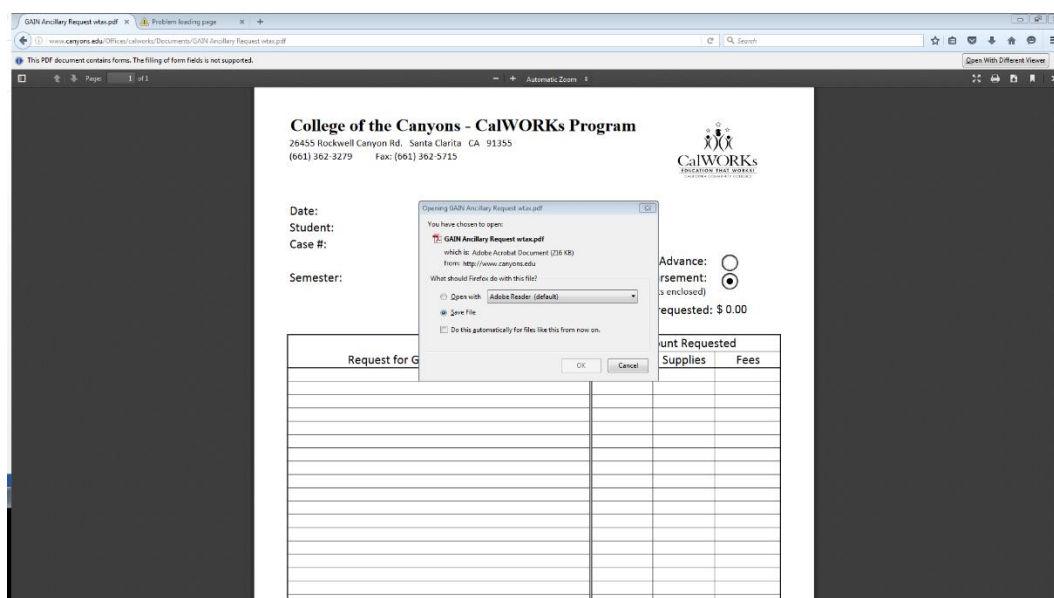



How to Submit Ancillary Advance/Reimbursement Request with Tax Books/Supplies/Fees

1. Go to College of the Canyons CalWORKs website at:
<https://www.canyons.edu/student-services/calworks/services/forms.php>
2. Select GAIN Ancillary Request w/tax
 - If you are using Internet Explorer you will be able to type directly into the form. For most other internet browsers you will need to save the document onto the computer to be able to type directly into it.
3. To download the GAIN Ancillary Request (if needed) follow these steps:

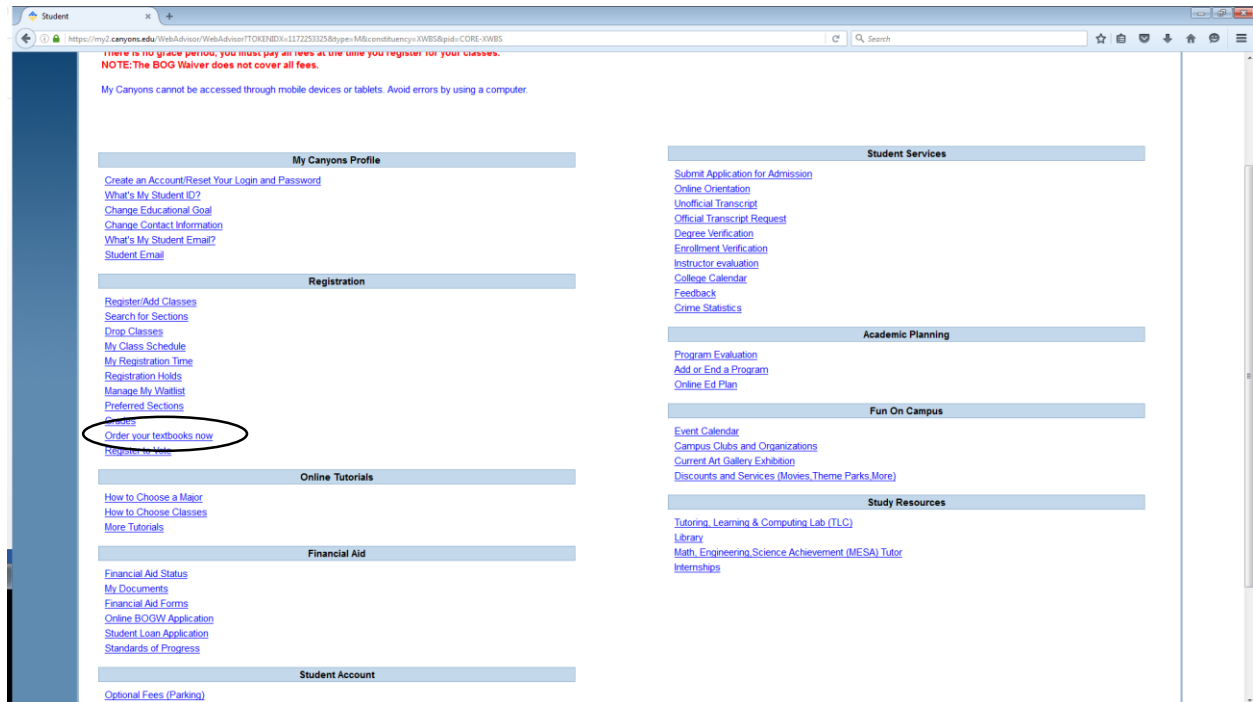
- Click on  at the upper left corner. When box pops up click "Save File"



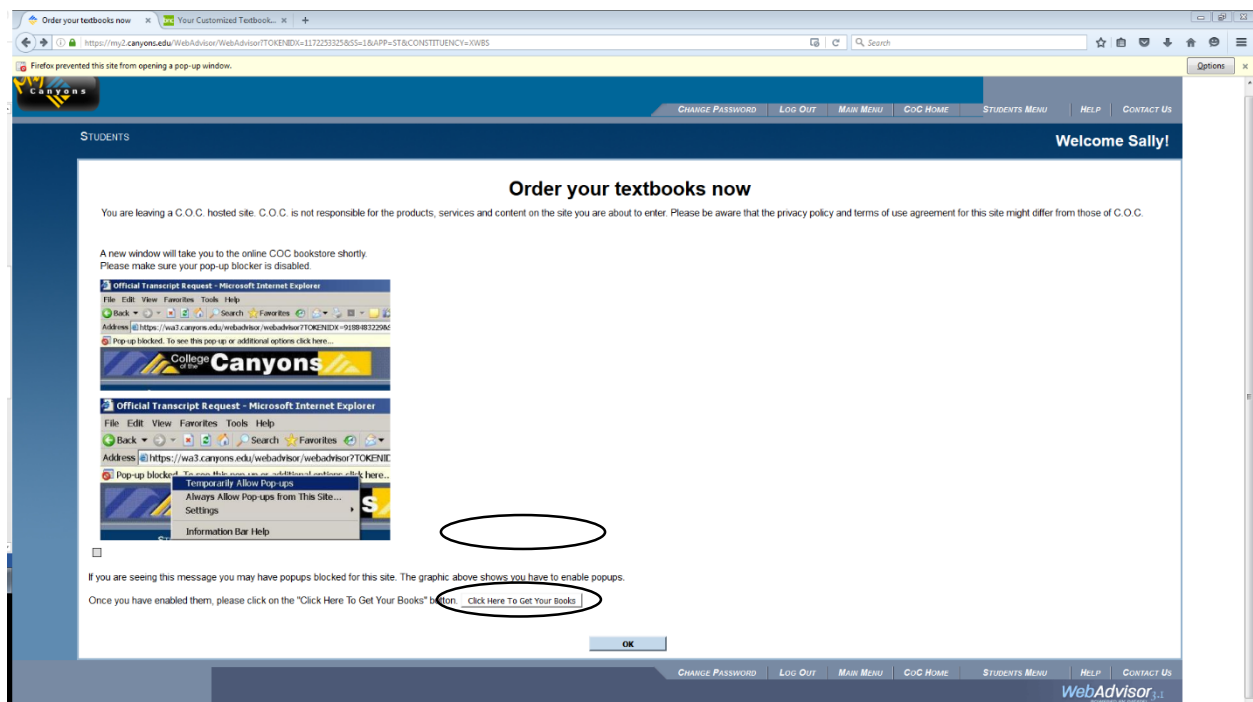
4. Click the  icon located in upper right corner to open downloaded file.
6. Open file and type in sections:

- Date
- Student Name
- CalWORKs Case Number
- Semester (ex. summer 2016)
- GAIN Service Worker (GSW)
- Office
- Click box to detail if request is an advance or reimbursement

7. You will need to print up your semester class schedule and book request through your My Canyons account to attach as proof.
 - When in Student Menu click on the link “Order your textbooks now.”




- Select “Click Here To Get Your Books”





Textbook... X +

/servlet/TBListView? Search

[UPDATE COURSE LIST](#)



Text your roomie
dough for the pizza.

Circle Pay for  

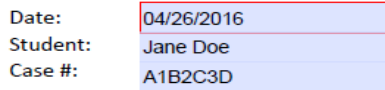
[TRY CIRCLE](#)

CAWT 116 21806 COC SUMMER 2016	REMOVE COURSE x
<p>IMAGE NOT AVAILABLE</p> <p>ESS OF BUS COMM.. LL W/APLIA+ACCESS >IP</p> <p>REQUIRED By GUFFEY</p> <p>EDITION: 10TH</p> <p>PUBLISHER: CENGAGE L</p> <p>ISBN: 9781305722095</p>	<p>from: \$124.30 \$124.30</p> <p>SELECT FORMAT v</p>
<p>CAWT 151 21809 COC SUMMER 2016</p> <p>REMOVE COURSE x</p> <p>IMAGE NOT AVAILABLE</p> <p>ENHANCED MSOFFICE 2013+SAM, MINDTAP>IP<</p> <p>REQUIRED By VERMAAT</p> <p>EDITION: 1ST 16</p> <p>PUBLISHER: CENGAGE L</p> <p>ISBN: 9781305712461</p>	<p>from: \$163.45 \$163.45</p> <p>SELECT FORMAT v</p>
<p>CAWT 161 21812 COC SUMMER 2016</p> <p>REMOVE COURSE x</p> <p>IMAGE NOT AVAILABLE</p> <p>ENHANCED MSACCESS 2013+SAM, MINDTAP >IP</p> <p>REQUIRED By PRATT</p> <p>EDITION: 1ST</p> <p>PUBLISHER: CENGAGE L</p> <p>ISBN: 9781305712430</p>	<p>from: \$163.45 \$163.45</p> <p>SELECT FORMAT v</p>

[NO ITEMS SELECTED](#)

- Print page to include in request. GAIN will only pay for books that are **REQUIRED**
- Type in the book information as follows – Author: Title of Book
 - Under the heading “Books” on the request form type in the maximum price the book is sold for which can be found on the “Order your textbooks now” print out. TAX WILL AUTOMATICALLY BE ADDED.

26455 Rockwell Canyon Rd. Santa Clarita CA 91355
(661) 362-3279 Fax: (661) 362-5715



Advance: ☒

Reimbursement: ☐
(Receipts enclosed)

		CalWORKs Case Manager
Approved by		Title

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