



Cengage Unlimited Program

GCC Bookstore

Fall 2022

The Cengage Unlimited Program is intended to assist students enrolled in the Fall 2022 semester, effective August 17, 2022. Due to the limited quantity of available Cengage Unlimited 4-month and 12-month access codes, students must demonstrate an exceptional need, such as students who receive Pell Grants or undergraduates with extraordinary financial circumstances. The following standard operating procedure is to be used to determine a student's eligibility to receive a Cengage Unlimited access code, free of charge.

- A) Student will bring the following documents/information to the Bookstore to prove eligibility:
 - a. Student must be enrolled for the Fall 2022 semester
 - b. Current GCC ID (Fall 2022 Semester)
 - c. Fall 2022 Class Schedule
 - d. Completed Cengage Unlimited E-Application*
*Electronic proof via mobile device/laptop/tablet are accepted.
 - e. Signed Fall 2022 Deferment Letter from the Financial Aid Office*
 - f. Additional supporting documents (See B(b) below).
- B) How to Prove Exceptional Need:
 - a. Students who receive Pell Grant must:
 - i. Have an Expected Family Contribution (EFC) number between 0 and 6206. The EFC is generated from completing the FAFSA.
 - ii. Be in "Good Standing" status on their Satisfactory Academic Progress (SAP). Students who are not in good standing are not eligible.
 - b. Students with extraordinary financial circumstances must show proof of the one or more of the following:
 - i. The student, their spouse, and/or parent (if the student is a dependent) recently lost their job (submit termination letter received from the place of employment), **OR**
 - ii. The student, their spouse, and/or parent (if the student is a dependent) is experiencing reduced work hours (submit letter from the place of employment indicating reduced work hours), **OR**
 - iii. Need to engage effectively in their education (submit past due tuition bill or GCC Fall 2022 tuition payment plan), **OR**
 - iv. Need to address otherwise unmet health needs (submit past due medical bill), **OR**
 - v. Need to provide for essential needs, such as food, rent, utilities, childcare, etc. Please submit supporting documentation, such as an eviction notice, utility bill with disconnection notice, etc.
- C) Based on the eligibility criteria set forth in Section B above, as well as when the student is expected to graduate (Fall 2022, Spring 2023, or beyond) and whether the student plans to take



Cengage Unlimited Program

GCC Bookstore

Fall 2022

classes that utilize Cengage Unlimited books in Spring 2023, will determine whether the student will be given the 4-month or 12-month Cengage Unlimited access code.

- D) Bookstore staff will verify the documents provided by the student, the student's completed e-application, and whether the enrolled course(s) have corresponding books in the Cengage Unlimited. Bookstore staff will then provide the student with the appropriate access code and update the database on whether the student was:
 - a. Provided a 4-month access code,
 - b. Provided a 12-month access code, OR
 - c. Not Eligible
- E) If the Cengage Unlimited E-Application was not completed prior to visiting the Bookstore, the Student may complete the e-application at the Bookstore via a personal mobile device or the designated Bookstore computers.
- F) Bookstore staff will provide a listing of the students who were given the 4-month and 12-month access codes as part of their daily deposit procedures to the Business Office.
- G) Business Office staff will reflect the appropriate Cengage Unlimited product (either 4-month or 12-month) by indicating note **BKCU4** or **BKCU12** in the student's account with a zero charge.

NOTE: Supporting documentation for Section B may be provided via email at bookstore@guamcc.edu