

# HOW TO FILL OUT YOUR INTERACTIVE PDF

Please read the following instructions for a step-by-step guide on completing your interactive PDF form.

\*\*Mac and Chrome users: It is important that you use [Adobe Acrobat Reader DC](#) to fill out the form, as you will not be able to properly complete it with Preview or Chrome PDF Viewer. Click [here](#) to download Adobe Acrobat Reader DC for free.

**1.** Download the PDF directly to your computer before completing it.

- Position your cursor over the file and right-click “**Save As,**” “**Download,**” or comparable option.
- Select a name for the file and a location to save it on your own computer before clicking “**Save.**”

**2.** Open the file in Adobe Acrobat Reader DC.

- You will need the latest version of Adobe Acrobat Reader DC to fill out the form. The program can be downloaded for free at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.

**3.** Fill out the form by directly typing or copying/pasting text into each field.

- To add your signature, use one of the following options:
  - Find and select the pen icon on the toolbar at the top of the screen and click “**Add Signature.**” Either type, draw, or upload an image of your signature and click “**Apply**” to add it to the form. Then, drag your signature to the appropriate box.

**OR**

- Click the signature box and follow the steps to configure your “**Digital ID,**” if you do not have one already.

**4.** Save your completed form as a new PDF.

- On the reader menu, select “**File**” > “**Save As...**”



## Textbook Loan Voucher Agreement

City Colleges of Chicago's Early College program provides textbooks for dual enrollment students based on their academic status and financial need. Textbook vouchers are available on a first come first serve basis while supplies last and distributed at the discretion of the Early College Coordinator.

Student's Name:

Student's Address:

City:  State:  Zip Code:

Student's Telephone:  CPS ID#:

CCC Student ID#:  Grade Level:  SO  JR  SR

High School Name:  Graduation Year:

Courses Enrolled:

Indicate semester of enrollment:

- |   |   |
|---|---|
| <input type="checkbox"/> Displaced worker (unemployed)                | <input type="checkbox"/> Individuals from economically disadvantaged families |
| <input type="checkbox"/> Summer Start program                         | <input type="checkbox"/> Individuals preparing for nontraditional fields      |
| <input type="checkbox"/> Individuals with limited English proficiency | <input type="checkbox"/> Single parents                                       |
| <input type="checkbox"/> Individuals with disabilities                |   |

### Textbook Loan Voucher Agreement Terms and Conditions:

- I understand that I must return all textbooks to my Early College Coordinator at the completion of the course or if I choose to withdraw from the course.
- I understand that I cannot return or sell the textbooks back to Barnes and Noble any of its marketplace affiliates.
- I understand that I cannot write, mark, or highlight inside the loaned textbook and any damages will become my responsibility.
- I understand that I must not share this voucher with anyone, including my peers who may be taking the same course as me.
- I understand that if I do not return the book, I will owe City Colleges of Chicago for the full cost of the textbooks.
- I understand that a copy of this signed book loan agreement is inside my dual enrollment file.

Student Signature

Date