

# **BOOK/SUPPLY REFUND POLICY**

1. A student who withdraws or drops the class during the add/drop period and who has purchased returnable books, and/or supplies from the college and returns the items in new/unused condition by the end of the third week of the semester/term will be refunded the full purchase price. The books must not be marked, shrink wrap must not be removed and disk or CD must be unopened in book. Books returned in used condition by the end of the third week of the semester/term will be refunded fifty percent (50%) of purchase price. Proof of a schedule change and a purchase receipt is required.

2. After the end of the third week, if a student completely withdraws, books may be bought back at no more than half price and only if they are on the buyback list.

3. At the end of each semester during final exam days, the bookstore will buyback textbooks. Students receive 50% of the new or used price for each textbook that is sold back to the bookstore. Exceptions to this policy include:

\*Old editions

\*Textbooks no longer being used

\*Damaged textbooks

4. Cash will not be issued. When books are brought in for a refund or buyback, a voucher will be issued and the student will be given a copy. The original will be sent to the Business Office by the bookstore and a check for the amount will be issued and mailed to the student. A student may use that credit to purchase other materials. Any remaining credit balances are paid to the student by check from the business office later in the term Checks will be mailed to the address on record.

Students who are on Athletic scholarships that provide books must turn in their books at the end of each term during the days of final exams. This includes all textbooks, workbooks, study guides, and solutions manuals. **ALL BOOKS RECEIVED AT THE BEGINNING OF THE TERM MUST BE RETURNED. NO EXCEPTIONS!!!** Students not complying will be placed on Bookstore Processing Hold. This will place a hold on transcripts, registration, grades, and student pay. This will prevent a student from being allowed to register, receive grades, or receive any financial aid for the following term. Damaged books, in any manner, must be paid for at this time.

## **NOTICE TO ALL PELL GRANT RECIPIENTS:**

If anticipated Pell Grant Proceeds are used to charge textbooks and/or supplies in the bookstore and a student completely withdraws from classes, it is that student's responsibility to return all textbooks and materials to the bookstore within 20 days or the student will owe for those charges.