OFFICE OF RECORD: Bookstore

INITIATED BY: Bookstore Manager

APPROVED BY: V-F-04
EFFECTIVE DATE: July 1, 1988 Page 1 of 1

BOOKSTORE MERCHANDISE RETURNS

POLICY

Refunds and exchanges for textbooks and supplies are made by the Bookstore.

PROCEDURES

1. A refund may be given on any undamaged non-textbook item within two weeks of purchase when accompanied by the cash register receipt.

2. TEXTBOOKS

Fall and Spring Semesters:

With receipt -- a full refund may be offered on textbooks purchased no earlier than one week before classes begin and returned no later than two weeks after classes begin. Textbooks with <u>any</u> marks will be refunded at <u>used</u> retail.

Summer Session and Continuing Education:

No refunds -- attend class before purchasing books.

Student Withdrawals:

The Bookstore may purchase textbooks from students who withdraw from college after the regular refund period is over. Textbooks will be purchased under these circumstances for one-half of new price if the textbook will be used again.