



# Ridge Runner Bookstore Textbook Rental Program Policies & Procedures

## Textbook Rental

1. Students who utilize the textbook rental program may rent textbooks for **\$22.00 (tax included) per credit hour** registered per academic semester.
  - a. If no book or educational materials are required for a class, no charge will be accessed.
  - b. **NO DEPOSIT** is required to participate in the textbook rental program.
  - c. A listing of required course materials will be available to students on all campuses and online.
  - d. Credit hours are not capped for the textbook rental program.
  - e. Additional charges for access codes may be required by certain departments.
2. Students have the option to purchase or rent all their textbooks from external sources.
3. Textbook rental fees are applied to a student's account once the books are picked up from the bookstore.
4. Textbook rental fees will be charged **each semester** even if the student is renting the same textbook for a different course section the next semester.
5. Textbook Rental Fees are required to be paid upon receipt of the books/instructional supplies unless financial aid is posted or pending on the student's account or the student has applied for a payment plan.
6. For financial aid recipients, all bookstore charges will be processed before the first refund check is distributed to the student.



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## Course Drop/Add

7. If a student drops a course by the 11<sup>th</sup> class day and returns the required course materials in acceptable condition, as determined by PCCUA library staff, by the 11<sup>th</sup> class day, the student's account will be credited the rental fee for those course hours dropped. Codes and consumables cannot be returned for credit.
8. Credit for textbook rentals will not be issued after the 11<sup>th</sup> class day. Just as a student reserves a seat in a classroom rendering it unavailable for another student to use, and tuition is due for that course, the student is similarly responsible for textbook rental fees.
9. If a student adds a course after initially renting textbooks, payment is due when the additional books are received, unless financial aid/payment plan is in effect as described above.

## Textbook Return

10. Rental textbooks are due back to the Library on the student's home campus **by the last day of final exams each semester**. Textbooks must be returned in good condition as determined by PCCUA library staff.
11. Rental textbooks can be returned during set rental return days at the end of each semester, typically during Finals Week. These dates/hours will be posted on all campuses and online.
12. **Rental textbooks not returned**, or not returned in good condition as determined by PCCUA library staff, **will be converted from a rental to a sale and charged to the student's account (\$66 per book)**.
13. Textbooks **not returned by the last day of finals are considered late and will be assessed a late fee of \$10 per book, per business day**.
14. All bookstore charges must be paid in full before being allowed to charge in a subsequent semester.