

PSEO Book Contract

Funding for the PSEO Program covers the cost for students to use required books and supplies. These books and supplies belong to Inver Hills Community College. The costs of certain items are not covered by the program such as computer software programs and equipment or supplies that become the property of the student. The program does not cover general school supplies such as notebooks, pens, pencils, etc. Recommended or optional books are not covered by PSEO funding, but may be purchased by the student. **All books and supplies that you received at the beginning of the semester must be returned to the Inver Hills Bookstore at the college's book buyback during our final exam week at the end of each semester.** Please return **EVERYTHING** that you were given at the beginning of the semester. All books, course materials, and supplies must be returned, **IN RE-USABLE CONDITION AND FREE FROM WATER DAMAGE**, or you will be billed for the cost of the books. The Bookstore staff will make the final determination.

If your books are not returned to the bookstore at the book buyback during our final exam week, you will be billed for the books, and a hold will be placed on your academic record until your bill is paid. **Books may not be returned after the book buyback period is over. NO EXCEPTIONS TO THIS POLICY WILL BE MADE.**

We ask that you **do not open shrink wrapped textbook bundles and do not activate online access codes** until your class begins so that you are sure you will be taking the class. You should first **use the online access trial subscription** if it is available for your class.

IF YOU CHOOSE TO DROP OR WITHDRAW FROM YOUR CLASS:

PSEO Students that drop or withdraw from a class must return ALL books, supplies, and equipment to the bookstore within 5 business days.

It is the responsibility of the student to pick up and return their books and supplies. The student will need to identify themselves as a PSEO student, bring a photo I.D., their student I.D. number, and a copy of their class schedule in order pick up or return items from the bookstore. In the event that the student is unable to pick up or return their books and supplies, it is agreed that a parent or guardian of the student has the permission of the student to pick up or return them on behalf of the student. The parent or guardian must indicate that the student is a PSEO student, know the student's full name and Student I.D. number, and have a copy of the student's class schedule in order to pick up or return items on behalf of the student.

I have read the PSEO Book Contract and agree to the terms and conditions of this contract.

Inver Hills Student I.D. No.: _____
(If you don't know it, leave it blank)

Student Name (please print): _____

Student Signature: _____

Parent Signature: (required) _____

Date: _____