

## **Bookstore Policy**

**Effective Date: April 30, 2010**

### **1.1. Policy Statement:**

- 1.1.1. This policy establishes the procedures for students to purchase and sell textbooks.

### **1.2. Procedures:**

- 1.2.1. Students can purchase their textbooks either through the online bookstore or in-person.
- 1.2.2. Students pay for all textbooks at the time of purchase unless the cost of the textbook is included in the price of the program or course.
- 1.2.3. Once a textbook has been purchased, there will be no exchanges or refunds.
- 1.2.4. Students pick up textbooks for a class in accordance with the published bookstore times or in accordance with the specific program or course requirements.
- 1.2.5. Students are allowed and encouraged to buy and sell their used textbooks to other students. This is facilitated by the College through a public bulletin board located on the third floor. However, the College is in no way involved with the actual transaction.