

BRYN ATHYNN COLLEGE

BOOKSTORE POLICIES FOR STUDENTS AND PARENTS

PURCHASING:

- The Bookstore stocks the textbooks required for current courses, school supplies, as well as other items.
- The cost of items obtained in the bookroom is not sponsored by the school, nor is it included in the student's tuition and fees bills.
- Tremendous effort is made to keep the cost of textbooks as low as possible for the benefit of the students and their families. Every effort is made to get the textbooks from the used booksellers first, before purchasing them new from the publisher.
- Items purchased in the bookstore must be paid for, either at the time of sale, or via a charge account established in the student's name. Students may pay for their purchases using cash, check, VISA or MASTERCARD, or they may sign a receipt for the cost of their purchase to be billed to their charge account. Signing the receipt for the charge account constitutes acceptance of the expense and agreement to pay the bill.
- Charge accounts have a \$500 credit limit. Account statements are mailed on or around the 1st of the month. We request that the balance due shown on the statement be paid in full within 30 days of the statement due.
- If a charge account reaches the credit limit and/or the balance is left unpaid for more than 60 days, the student's account will be put on "hold" status. The student may not charge any additional items until the balance on the account is paid in full. If the student is unable to pay off the charge account at that time, the only alternative is to pay for the supplies using cash, check or credit card, until the account is rendered current. Students may be prevented from receiving grades or transcripts until their account is rendered current.
- Where a student or parent is simply unable to pay a charge account balance in full, it is expected that he or she will make a monthly payment towards the balance due until it is paid in full. It is not acceptable to allow a balance to remain delinquent until the end of the year and pay it off over the summer.

RETURNS/CREDITS ON ACCOUNT:

- Students have two weeks from when they purchased the books at the beginning of each term to return textbooks for a full price refund, in the event that they drop a class.
- Students may return textbooks for a refund of 50% of the purchase value only during buybacks weeks, which is the last week of each term. Books must be in acceptable condition, and bought in the bookstore.
- The Bookstore will only buy back books that are going to be used again the following term or following school year.
- The Bookstore reserves the right to refuse to buy back a book if the student did not purchase it in the College Bookstore.
- Credits for books bought back will first be applied to any balance due on the student's charge account. Any remaining credit owed for the returned books is given to the student in cash.
- Credit balances on a student's charge account will be refunded via check at the end of the school year if the student is not expected to return the following year and there are no other outstanding balance (such as tuition or library fines)

ATTENTION STUDENTS AND PARENTS (ACCOUNT HOLDERS):

The College Bookstore staff are NOT responsible for:

- Making sure students buy used books instead of new ones (or vice versa). The available stock is openly displayed on the shelf, and students are free to select any one they choose.
- Keeping track of what students can or cannot charge to their bookstore accounts. We operate under the assumption that students and parents communicate about the students' purchases, and that students will only charge items if they have permission to do so.
- Monitoring what students do with cash refunds. Again, we operate under the assumption that parents are aware of students' transactions and that students are accepting the refund with the permission of their parents.
- Making decisions regarding the release of "hold" status on an account and/or increasing the credit limit. All such queries must be directed to the Business Office.