

Bookstore Policy

POLICY NUMBER:	Bookstore Policy 510.02	CUSTODIAN:	Director of Finance
APV'D DATE:	11/19/2018	REVIEW DATE:	
EFFECTIVE DATE:	11/19/2018		
REFERENCES:			

Part 1. Policy Background and Purpose.

WETCC must disclose International Standard Book Number (ISBN) and retail price of required textbook information. Students are responsible for purchasing required course textbooks, whether it be from WETCC Books, Etc.. or they may use any other resources to purchase the required textbook.

Part 2. Definitions.

ISBN number - International Standard Book Number

Part 3. Responsibility.

WETCC Books, Etc.. will order the course textbooks as requested by the faculty. Faculty will be required to generate the book information for each course 4 weeks prior to the Semester beginning.

WETCC Books, Etc.. will add all books with book title, ISBN # and cost of the textbook to each course in Populi. Students will have all the textbook information on their class schedule.

Financial Aid will provide Books, Etc.. with and authorization list of students who are able to charge books.

Students must have a computerized class schedule for the current semester prior to purchasing books.

Part 4. Policy

Textbooks may be paid for with Financial Aid funds. Students who do not qualify for Financial Aid, or do not apply, must pay for books on their own. Charging of books will not be allowed after the Add/Drop date of the Semester.

New and used books may be returned to the bookstore for a full refund only when all the following conditions are met:

1. The books are returned within 30 days from the date of purchased
2. The books are in the same condition as when purchased
 - a. MindTap packages and Regalia Kits may be returned if unopened
3. The student had a Drop or Withdrawal form from the Registrar