Bookstore Policy

POLICY: Bookstore Policy			
POLICY NUMBER:	510.02.01	**CUSTODIAN:**	Director of Finance
APV'D DATE:	8-11-20		
EFFECTIVE DATE:	8-11-20	**REVIEW DATE:**	August 2020
REFERENCES: Purchasing Policy,			

Part 1. Policy Background and Purpose.

White Earth Tribal and Community College (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 Bookstore or another source.

Part 2. Definitions.

WETCC Bookstore Representative: While the Bookstore Clerk is the primary contact for the WETCC bookstore, any member of the Business Office is considered a bookstore representative.

ISBN number -International Standard Book Number

Part 3. Responsibility.

WETCC Bookstore Representative is responsible to order the course textbooks as requested by the faculty.

Faculty are required to generate the book information by filling out the book order form for each course 4 weeks prior to the Semester beginning.

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

The WETCC Bookstore Representative is responsible to maintain accurate inventory records.

The Finance Supervisor will, on ensure at least an annual basis, a physical count is conducted, and inventory balanced.

The Financial Aid Coordinator will provide the WETCC Bookstore with an 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 are purchased consistent with the WETCC Purchasing Policy.

Merchandise and textbooks have a 35% upcharge with a maximum upcharge of $100.00.

Staff may charge at the bookstore with minimum of $21.00 purchase and use the WETCC payroll deduction option.

Debit or credit cards are accepted for forms of payment for with a minimum purchase of $10.00.

Students that are on the authorization list of students who are able to charge may charge textbooks to their financial aid. Students who do not qualify for financial aid, or did not apply, must pay for books when purchased.

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. Certain books, Lab Kits, Regalia Kits, or other material may be returned only if unopened.
3. The student had a Drop or Withdrawal form from the Registrar

Charging or returning of books will not be allowed after the Add/Drop date of the Semester.