



Textbook Rental Program

Student Information

Textbook Rental

- Textbook rental is a new service MSTC provides to reduce costs for students enrolled in **General Education** classes.
- General Education textbooks are rented on a semester basis.
- Textbooks are rented for accelerated classes for the timeline of those classes.
- Textbooks for independent study classes are rented in accord with the timeline for the class in question.
- Textbook purchase is an option at the start of a semester at current retail cost. Textbook rental fees are not deducted from the purchase price if a rental book is later purchased.

Textbook Return

- Rental textbooks must be returned to any MSTC Bookstore by the end of the business day following the last day of classes of the semester for which a textbook has been rented.
- Textbooks for accelerated classes must be returned by the end of the business day following the last day of the class.
- Textbooks for independent study classes must be returned by the end of the business day following the last day of the class.
- The student who rents a textbook is responsible for the current retail cost plus tax and a processing fee for a rental textbook not returned to the bookstore.

Usable Condition

- MSTC Bookstore staff will view returned rental textbooks upon receipt in any MSTC Bookstore and determine if they can be rented in the future.
- If the condition of a returned rental textbook renders it unsatisfactory for future rental, the student is responsible for the current retail cost plus tax and a processing fee to replace the textbook.
- Rental fees are not deducted from the current retail price calculation for a book returned in an unusable condition.

Dropped Classes/Withdrawal from School

- Rental textbooks must be returned to any MSTC Bookstore immediately upon dropping a class or withdrawing from school.
- Rental fees will not be refunded when classes are dropped or the student withdraws from school.

Canceled/Rescheduled Classes

- MSTC must on occasion cancel or reschedule class sections. When MSTC's action affects a student's ability to continue enrollment in a General Education class for which a textbook has been rented, the MSTC Bookstore will refund the rental fee for the textbook for the cancelled or rescheduled class.

Student Funded

- The textbook rental service is self-supporting, financed by textbook rental fees.
- The current rental rates include the cost of the rental textbooks and a portion of the MSTC Bookstores' operating costs.

Appeal Process

- If a student appeals the decision by Bookstore staff not to accept the return, the appeal will be referred to the Director of Auxiliary Services. The appeal will be reviewed within 10 business days and a decision will be provided to the student.

Updated 7/26/07