

Procedure 4.0109

Book Refund Procedure

Books can be returned for reimbursement only if the class is cancelled or dropped or in the event of an administrative error.

1. The sales receipt must accompany any return.
2. The book must be free of any marks and unopened if the book was shrink-wrapped at the time of purchase.
3. The book must be returned within 10 calendar days after classes begin.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Services and Resources Policy](#)

History

Senior Staff Review/Approval Dates: 3/21/2016

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*