

# WEST L.A. COLLEGE BOOKSTORE RENTAL AGREEMENT

## RENTAL PROGRAM TERMS AND CONDITIONS

PLEASE REVIEW ALL RENTAL TERMS AND CONDITIONS CAREFULLY!

A credit card MUST be provided as guarantee for payment of fees related to unreturned or late rentals. Only personal credit cards will be accepted (LACCD Financial Aid cards are not eligible for guarantee).

To receive a full refund on a rental textbook, it must be returned by **the refund deadline printed on your receipt**. All terms and conditions of the Bookstore Refund Policy apply to rental textbooks. All rental textbook(s) accepted for return must be in resalable condition as defined by the Bookstore Refund Policy. In addition, rental textbooks MUST HAVE LIMITED HIGHLIGHTING NOT TO EXCEED THE EQUIVALENT OF 2 FULL PAGES OF THE TEXTBOOK. Textbooks with excessive highlighting or textbooks that are not in resalable condition as defined by the Bookstore Refund Policy cannot be accepted as rental returns and students will be charged the REPLACEMENT COST of the textbook. Student bears sole responsibility for returning rental textbooks on time and in resalable condition.

### ACCEPTANCE OF TERMS.

The credit card used for the rental transaction as guarantee will not be cancelled until rental textbooks are either returned to the Bookstore and all applicable LATE FEES and REPLACEMENT FEES are paid.

You authorize the Bookstore to charge your credit card the REPLACEMENT FEE shown on your receipt if you do not return the textbook in resalable condition by the **date shown on your receipt**.

You authorize the Bookstore to place a hold on your student records and future registration if you fail to return all rental textbooks by the deadline and pay all applicable REPLACEMENT FEES for late or unreturned rental books.

You understand that you may be excluded from classes you are enrolled in and be denied enrollment in Financial Aid programs for a subsequent semesters if you fail to return rental materials and pay all applicable REPLACEMENT FEES.

You understand holds placed on your student records and enrollment at West L. A. College, or exclusion from classes at West L. A. College, places the same restrictions on records and enrollment at all L. A. Community Colleges.

### **RENTAL TEXTBOOKS MAY BE HIGHLIGHTED. HIGHLIGHTING MAY NOT EXCEED THE EQUIVALENT OF 2 FULL PAGES OF THE BOOK!**

If a rental textbook is lost or stolen you will be assessed the REPLACEMENT FEE shown on your receipt. If you choose to purchase a textbook you rented you will be charged the REPLACEMENT FEE shown on your receipt.

Rental textbooks must be returned to West Los Angeles College Bookstore by the rental return deadline shown on your receipt. *Any books received after the **rental return deadline** will be considered lost and will be returned to you.*

BOOKS MUST BE RETURNED IN PERSON TO THE BOOKSTORE. ANY TEXTBOOKS SENT VIA ANY OTHER METHOD WILL NOT BE ACCEPTED. (EXAMPLES: USPS, FEDEX, UPS, ETC.)

All communications must be made via your @LACCD.EDU e-mail account. All other e-mail accounts will be refused.

**SAVE MONEY WITH RENTAL TEXTBOOKS! KEEP ALL RENTAL TEXTBOOKS IN RESALABLE CONDITION TO AVOID REPLACEMENT FEES!**

NON-COMPLIANCE OF RENTAL AGREEMENT WILL RESULT IN DISQUALIFICATION FROM THE PROGRAM.

**THANK YOU FOR SUPPORTING  
WEST'S TEXTBOOK RENTAL  
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# WLAC WILDCATS COLLEGE STORE REFUND POLICY

**SAVE YOUR RECEIPTS! NO REFUNDS OR EXCHANGES WILL  
BE ISSUED WITHOUT AN ORIGINAL CASH REGISTER RECEIPT!**

**THE LAST DAY FOR REFUNDS OR  
EXCHANGES FOR SPRING 2018 IS  
THURSDAY, FEBRUARY 15, 2018.**

## Refund Policy

A full refund or exchange will be given on textbooks and required supplies returned by FEBRUARY 15, 2018 *IF* all of the conditions for refunds and exchanges listed below are met. Textbooks purchased for short-term classes starting AFTER this date have until the first Friday after the start of the class for a refund or exchange *IF* the conditions listed below are met.

1. The original cash register receipt is presented.
2. **PROOF OF ENROLLMENT AND DROP FOR COURSE(S) for the current class which requires the item(s) being returned is presented. Proof may be obtained from the online Student Information System on the campus website.**
3. Items presented for refund/exchange are clean, unmarked, and in resalable condition.
4. Packaged items including Syllabi, Course Packs, Textbook Packages with CD's, supplements, access codes, etc. are unopened and in their original packaging.

***PROOF OF DROP is required to receive a full refund!*** Please do not purchase or rent textbooks or required supplies for classes for which you are not enrolled. All items accepted for refund will incur a 10% restocking fee.

All Computer Hardware and Software, Access Codes, Storage Media, Trade Books, Study Aids, Testing Supplies, College Catalogs, Backpacks, Art supplies, ALL OTHER SUPPLIES and sale item purchases are final. Clothing must be in unworn condition with tags. Malfunctioning Electronics may ONLY be exchanged or credited toward another purchase. All merchandise must be refunded or exchanged within 24 Hours of purchase. Any item not in the same condition as when purchased is not eligible for a refund.

***The College Store staff is solely responsible for determining the condition of merchandise offered for refund or exchange.***

## 24 Hour Refund Policy/ No Refund Policy

Textbooks and required supplies purchased or rented after FEBRUARY 15, 2018 may be refunded or exchanged within 24 hours *IF* the conditions listed above for refunds and exchanges are met.

***ALL merchandise accepted for refund under the terms of the 24-hour refund policy will be subject to a 10% RESTOCKING FEE!***

Textbooks and required supplies purchased before the Booklist is posted are **non-returnable**. CONFIRM textbooks with instructor prior to opening wrapped books with or without access code. Textbooks from previous semesters may be sold back during book Buyback. There is no guarantee of purchase during Buyback, and many conditions determine the eligibility of a book to be purchased, including but not limited to, store inventory, campus adoptions, and condition of the book. Check with the College Store for buyback dates and times.

**TEXTBOOKS AND REQUIRED SUPPLIES PURCHASED  
DURING FINAL EXAMS ARE NON-RETURNABLE!**

## CASH REFUND POLICY

A cash refund will be made at the College Store *IF* merchandise accepted for a refund was originally purchased with cash.

## CHECK REFUND POLICY

**CHECKS ARE NOT ACCEPTED AS VIABLE TENDER.**

## CREDIT CARD REFUND POLICY

A credit will be issued when merchandise is accepted for return. Credits will be processed in 5 to 31 working days by the bank. The College Store cannot issue cash refunds on credit card or debit card transactions.

## COLLEGE STORE BUYBACK POLICY

The College Store buys textbooks for on campus sale at the end of each term during final exams. The College Store may pay up to 50% of the purchase price of a textbook if:

1. The Instructor or Department has readopted the book for future term(s).
2. The Publisher has not announced or released a new edition of the textbook.
3. The textbook is in resalable condition (all bindings, covers, pages intact; no water damage; no answers in fill in books; all components of materials sold as sets are returned together, etc).
4. The College Store does not already have sufficient quantity of the textbook on hand.

***Textbooks or packaged sets which include access codes or any other non-reusable components may have no value or significantly lower value at Buyback.***

In addition, the College Store may purchase textbooks for a wholesale book company during final exams. The wholesale buyback price of textbooks is set by the wholesale company and may be lower than the amount paid by the College Store for books that will be resold on campus. The wholesaler has different buying criteria from the College Store and does not necessarily purchase all titles.

Books that are not in resalable condition will not be purchased during buyback. Materials which are sold as a set or package should be returned together; Textbooks with missing or used supplements may have little or no wholesale value. Books that may have wholesale value at the beginning of the semester will not necessarily have any value during the end of the semester buyback. Buyback is not guaranteed.

***SPRING 2018  
BUYBACK AND RENTAL RETURN  
DEADLINE DATES:***

***MAY 29-JUNE 5, 2018  
MONDAY-THURSDAY 9:30 - 7:00PM  
FRIDAY & SATURDAY 8:30AM - 2:00PM***

**SEE YOUR RECEIPT FOR DETAILS.**