

# WEST L. A. COLLEGE BOOKSTORE SPRING 2011 RENTAL AGREEMENT

PLEASE PRINT CLEARLY!

LAST NAME_FIRST NAME									
STUDENT ID NUMBER				E-MAIL ADDRESS					
HOME PHONE NUMBER				CELL PHONE NUMBER					
CARDHOLDER'S NAME AS IT APPEARS ON CREDIT/DEBIT CARD.									
BILLING ADDRESS									
CITY			STATE		ZIP				
EXPIRATION DATE		REGISTER #		TRANSACTION #		CASHIER CODE/INITIALS			NEW ASO

## RENTAL PROGRAM TERMS AND CONDITIONS

PLEASE REVIEW ALL RENTAL TERMS AND CONDITIONS CAREFULLY!

A West L. A. College Enrollment Fee Receipt and California Drivers License or ID or a West L. A. College photo ID is required to rent books. A credit/debit card expiring in July 2011 or later is required to guarantee payment of late fees and replacement fees.

To receive a full refund on a rental textbook it must be returned by **February 22, 2011**. 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 in resalable condition.

### **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 later choose to purchase a textbook you rented you will be charged the REPLACEMENT FEE shown on your receipt. Renting a textbook you later decide to purchase will increase your total cost for the book by 15%.

Rental textbooks must be returned to the West Los Angeles College Bookstore, 9000 Overland Avenue, Culver City, CA 90230 on or before the **rental return date of June 7, 2011**. The Bookstore assumes no responsibility to remind students of rental return dates.

Rental textbooks returned after rental return date will be assessed the LATE FEE shown on your receipt. A rental textbook which is not returned by July 7, 2011 will be considered lost and assessed the REPLACEMENT FEE shown on your receipt. Rental textbooks that are lost or stolen should be reported to the Bookstore immediately to avoid a LATE FEE and a REPLACEMENT FEE being charged for the same book.

A REPLACEMENT FEE is the difference between retail price and rental price plus the greater amount of \$15 or 15% of the full retail price of the book. A LATE FEE is 20% of the rental price. Textbook Rentals are taxable.

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

#### INITIAL EACH LINE TO INDICATE ACCEPTANCE OF TERMS.

- The credit/debit card used for the rental transaction will not be cancelled until rental textbooks are either returned to the Bookstore and all applicable LATE FEES and REPLACEMENT FEES are paid.
- I authorize the Bookstore to charge my credit/debit card the LATE FEE shown on my receipt if I fail to return my rental textbook by June 7, 2011.
- I authorize the Bookstore to charge my credit/debit card the REPLACEMENT FEE shown on my receipt if I do not return the textbook in resalable condition by July 7, 2011.
- I authorize the Bookstore to place a hold on my student records and future registration if I fail to return all rental textbooks by the deadline and pay all applicable LATE FEES and REPLACEMENT FEES for late or unreturned rental books.
- I understand that I will be excluded from all classes I am enrolled in for a subsequent semester if I fail to return rental materials and pay all applicable LATE FEES and REPLACEMENT FEES.
- I understand holds placed on my 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.

I certify that I have read and understand all of the terms and conditions of this Textbook Rental Agreement. Failure to abide by these terms and conditions may result in a denial of future rental privileges.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THANK YOU FOR SUPPORTING WEST'S TEXTBOOK RENTAL PROGRAM!**

## The Spring 2011 Rental Return Deadline is June 7, 2011.