

LATE TEXTBOOK WAIVER

This form is to be used in accordance with Board Policy 06.38 Course Materials Rental. As stated in the rental agreement, all rented items must be returned to the College by the close of hours on the day the semester closes, which is the day following the last day of finals. Beginning the following day, students will be charged new retail price of unreturned rentals.

Students who have a documentable reason for not returning textbook rentals by the deadline may complete this form and include supporting documentation. Forms submitted without supporting documentation will not be reviewed. Forgetting the due date, working or out of town are not supported reasons and will not be approved.

Please send completed forms and documentation to bookstore@lakelandcollege.edu. Completed forms with supporting documentation will be sent to the Refund Review Committee for review. The committee will notify the student of the decision via email.

Student Name: _____

Student ID#: _____

Phone Number: _____

Email Address: _____

Date: _____

Student Signature: _____

Description

The description must be completed by the student and should include the following:

1. A summary of the circumstance that prevented textbooks from being returned by the deadline.
2. Documentation verifying facts of why textbooks were not returned.
 - a. In accordance with 07.16.01, the College may approve a Late Textbook Waiver under the following documented circumstances:

STUDENT CIRCUMSTANCE	EXAMPLE OF DOCUMENTATION
Serious injury or illness	Treating physician letter, redacted medical documents such as bills, discharge instructions
Chronic illness	
Family member medical issue	
Mental health condition	
Sudden lack of transportation	Accident report, insurance claim, repair bills
Significant cost of living change	Severance paperwork, letter of discharge, termination notice

Refund Review Board Determination: _____

Date: _____

Signature: _____

Students not satisfied with the decision may appeal to the Vice President for Business Services. After the Refund Review Committee has recommended a decision, and if the student can validate that financial or physical hardship circumstances still have not been properly addressed, a challenge to that decision may be made to the Vice President for Business Services. Decisions of the Vice President for Business Services are final.