



Policy Name:	Textbook Rental Program Policy
Effective Date:	July 21, 2016
Last Revision Date:	December 14, 2021
Last Review Date:	February 15, 2023
Approving Authority:	Northwest Leadership Team
Responsible Office:	Textbook Services
Category:	Enrollment and Academics

### **I. Purpose**

The university is sensitive to the increasing costs associated with higher education and undertakes efforts to make attendance at the university as financially achievable as possible. The university's textbook rental program is designed to save students significant amounts of money over the course of their education at the university by assessing students a fixed fee (\$6.00 for the 2016-17 school year) for each credit hour in which they are enrolled to rent textbooks from the university. The textbook rental program relieves students of the financial obligation to purchase textbooks outright for each class. The purpose of this policy is to provide information to students about the university's textbook rental program and to provide information about how students may opt-out of this program.

### **II. Policy**


The Textbook Services Office coordinates all aspects of the textbook rental program, in which primary course textbooks are provided to students on a rental basis for most undergraduate courses offered at the university. Students are assessed a per credit hour fee for textbook rentals each school term. Under the textbook rental program, students pick up their textbooks at the beginning of each trimester from Textbook Services and must return the textbooks by 5 p.m. of the last day of finals of the trimester to Textbook Services.

Late fees are assessed for textbooks that students fail to return on time. A \$5.00 per day fee per textbook begins to accrue for each day after the last of finals of each school term for which the textbook(s) is not returned. Late fees will accumulate up to a total amount of \$50.00 after the student

fails to return a textbook for 10 days following the last day of finals for the school term. After 10 days of late fees, students will be assessed the \$50.00 late fee plus the price of the textbook(s) not returned.

First-time freshmen and transfer students may elect to opt-out of the textbook rental program for the entirety of their college career at the university. Students who wish to opt-out of the textbook rental program must complete the Textbook Rental Program Opt-Out form and return it to the Cashiering Office by the following deadlines:

- August 1 for fall school terms, or within one week of enrollment if enrolled after August 1;
- December 1 for spring school terms, or within one week of enrollment if enrolled after December 1; or
- Within one week of enrollment for summer school terms.

Students who elect to opt-out of the textbook rental program cannot opt back in and are responsible for obtaining the proper textbooks required for each class at their own expense. Students are expected to have the required textbooks for the start of each class. The [Textbook Rental Program Opt-Out form can be accessed online](#)  and is also available in hard copy at Textbook Services.