

**Rental items are due** on the last scheduled date of the semester (last day of finals). When a class extends past the official end of the semester, the rental items are then due the last scheduled day of class. *For example, if the official end of the semester was May 13<sup>th</sup>, but a dual credit course extended to May 20<sup>th</sup> the rental item for that class would then be due May 20<sup>th</sup>.*

For a class that ends on a day the bookstore is closed, items are due at the bookstore on the first business day following the end of class. Phone calls and emails are made by the bookstore staff the week the books are due and then again the week after they were due. *For example, if the official end of the semester was Friday, May 13<sup>th</sup>, but an online class had a final scheduled Sunday, May 15<sup>th</sup> the books would then be due on Monday, May 16<sup>th</sup> (the first business day after the final).*

**Late Fees** - are applied after a 10 business day grace period before “BK Hold’s” are placed on the students accounts along with a \$50.00 fee per textbook. Bk Holds are removed if the student returns the book during the next 10 business days. Late fees are not removed and must be paid to the cashier. Courtesy phone calls and emails are given to students during this period to remind them to turn in their rental textbooks.

**Book Replacement Charges** - are applied after a 10 business days after late fees are applied. Student accounts will be charged for all rental textbooks that have not been returned to either bookstore location. An ‘AR Hold’ is applied at this time and the BK hold is removed. Charges for replacement books are NOT removed, unless a written appeal is approved for special circumstances by the bookstore coordinator.