



### **Provision for Books and Supplies**

As described below, by the seventh (7th) day of each course start date within the payment period, the College will provide students the following method to obtain the books and supplies required for their courses in the payment period.

- For courses that do not use Digital Textbooks - Pick up books and supplies directly from the College, and charged to the student account.
- For courses using a Digital Textbook – A Digital Textbook provided by the College to be redeemed with the College’s contracted third-party vendor, and charged to the student account.
- For newly enrolled students - A technology kit consisting of an Apple iPad purchased from the College to receive access to books on-line through Digital Textbooks, and charged to the student account.

Title IV funding, if the student is eligible, will be used to pay for these charges. Any books and supplies charges in excess of Title IV and other financial aid funding available on the student account are the responsibility of the student.

If the student opts out of the College’s method for the Traditional Textbook or Digital Textbook provided by the College as outlined above, the charge will be reversed on the student account by the end of week two (2) for the course and the student is responsible for purchasing the required textbooks for her or his courses.

A detailed listing of charges is disclosed on the College’s Enrollment Agreement and in the Catalog, or a supplemental disclosure.

If the student opts out of the College’s method, s/he will receive any Title IV credit balance, if one is created for the payment period in question, no later than fourteen (14) calendar days after the first day of class or fourteen (14) calendar days of the date the Title IV credit balance appears on the student account. If a Title IV credit balance is not created and, therefore, the student is not due to receive one, s/he is responsible for purchasing the required books and supplies for her or his courses.

The student may request a modification for a subsequent payment period regarding her or his choice to use the College’s method to obtain books and supplies at any time, but not retroactively, by contacting the Student Financial Services or Student Accounting Department.

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