TEXTBOOK RENTALS AGREEMENT  
HAYWOOD COMMUNITY COLLEGE BOOKSTORE

Rental Terms & Agreement
In order to rent books from the HCC Bookstore you must have a valid Credit Card; VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS. This card must be on file in order to rent books and during the rental period. You the customer, by renting textbooks online/in-store through Haywood Community College Bookstore and by completing the rental process online/in-store, have agreed to the Rental Agreement stated below. Please take the time to read this agreement, as you are the responsible party; failure to do so may cost you $$$.

We take the return of our College property by the deadline extremely serious. You must return the book rentals to the Haywood Community College Bookstore no later than the Last Day for Refunds. For Spring & Fall semester it is 15 days from the 1st day of class (7 days for Summer Semester) you will then receive a refund of your Rental Charge as long as the book is in resalable condition. Note: Keeping possession of the rental book after this date signifies that you have rented the book for the semester and agree to return the book no later than the return date printed on your Bookstore receipt.

Rental Agreement:

1. I (the customer) am renting and am in receipt of the rental book(s) shown on my online/in-store packing slip and online/in-store order. I have paid the rental charge which is non-refundable after the textbook refund date as stated above. I understand the refund policies of the Haywood Community College Bookstore also apply to rental items. (Normal refund policy applies) I acknowledge that after this date, I have agreed to return the rented items to the Haywood Community College Bookstore at the end of semester and no later than the date printed on my Bookstore receipt.

2. I understand that these books rented by me are the property of Haywood Community College Bookstore. I accept the responsibility to use the book(s) and return them (it) to the HCC Bookstore in resalable condition. Rental books must be returned by the deadline each semester, regardless of any reason you may have. If you need to rent the book for an additional semester, it must first be returned and then you may rent it again for the next semester.

3. I will return the book to the bookstore no later than the rental return due date at the end of Finals Week. (Email reminders will be sent at least 7 days before your rental due date). If shipping back the book rental, it must be shipped with a postmark no later than this date with shipping to be pre-paid, (by the customer). You are renting the book- this is an upfront savings to you—therefore there is NO REFUND when you return your rental book to the store.

4. I will return the book in good resalable condition as determined by the HCC Bookstore. All CDs and other components/parts included with this book, must be present and in re-salable condition. Limited highlighting is acceptable, but do not go overboard or damage fees may result.

5. I am responsible for loss from any cause, including theft, lost item(s), returned in un-salable condition, also missing components, parts and spine/binding damage. It is my responsibility to keep the Return Rental Receipt as this is the proof that I did return my rental books to HCC. If not, I could be held responsible for the replacement cost of the book. Any type of damage that makes this book unacceptable to the next customer is considered damaged.

6. If I am late or fail to return the book, I authorize the Haywood Community College Bookstore to withdraw/charge the same debit/credit card account that was left as the deposit account to make this payment. The Bookstore will charge your account the new book price. At this point, YOU OWN THE BOOK and there is a high probability that we may never buy the book back.

7. I will not exceed the limit or cancel the credit/debit card above, until all rented materials are either returned to the bookstore or the fees as indicated above are paid in full.

8. The deadline is the final deadline in ALL cases. At 5:00 PM on the deadline date, your rental converts to a new purchase book that will be processed to your account. The non-return of our textbook rentals by the deadline greatly increases our cost and affects our ability to have a sufficient supply of textbooks when needed for future students.

9. If you drop your class, your course is cancelled or you withdraw from college, it is your responsibility to return your rented textbooks within a seven (7) day period of withdrawal or you will be charged for the replacement (new) cost of the book. (s) Once your account has been charged for a non-returned (by stated deadline) book, you own this book. It is too late to ship or drop this book off at the Bookstore. If you have a book charge or fine on your account and you believe you have returned all your books by the deadline, you must email the Bookstore for additional information. We may not accept or answer textbook charge questions over the phone during our high sales period, as we would be on the sales floor. You may resolve your textbook charge questions on your account via e-mail. The Bookstore Manager is Linda Norris and email address is: lnorris@haywood.edu or bfannon@haywood.edu.

10. If you do not live near the HCC Campus, you can mail or ship your book(s) back to the Bookstore. The book(s) must be postmarked no later than the returned deadline date of the semester it was rented. Any book shipped after the deadline date/time will not be returnable and will convert to a purchased book, to be added as a charge to your account. Make sure you include your name and student ID number with any returned rental books for proper credit. (No CODs accepted and no extension to the return deadline)

Mail or Ship books to:
Haywood Community College  
Attention: Bookstore  
185 Freedlander Drive  
Clyde, NC 28721

11. I understand that any un-turned rental books that are not paid with the same credit/debit card account may be turned over to a collections agency or by a third party agency. I have read and fully understand the above statements and Rental Agreement and with this signature, I signify that I do/will comply with stated agreement.

Printed Name: ____________________________________________

Student ID #: ___________________________ Phone #: ____________________________

Email: ____________________________

Signature: ____________________________ Date: ____________________________