

# UAHT Textbook Rental Program

## Policies & Procedure

1. Students may rent textbooks for a non-negotiable **\$20.00 plus tax (twenty dollars plus tax) per credit hour** registered for the academic semester. If no book or educational materials are required for a class, no charge will be applied.

If students choose to participate, they will be charged for all course hours registered, resulting in an **“all-in” or “all-out”** decision except for the no-book-required courses.

Students are not required to rent textbooks from UAHT but may purchase or rent all their own textbooks from an external vendor.

2. Textbook rental fees are applied at the time of checkout.
3. Textbook rental fees will be charged each semester even if the student is renting the same textbook for a different course section (such as is common in Nursing courses).
4. Bookstore charges and Textbook Rental Fees are required to be paid upon receipt of the books/instructional supplies unless financial aid is posted and pending on the student's account.
5. For financial aid recipients, all bookstore charges, including UAHT Foundation purchases, will be processed before the first refund check is distributed to the student.
6. If a student drops a course by the 10<sup>th</sup> class day and returns the required materials in acceptable condition as determined by UAHT staff by the 10<sup>th</sup> class day, the student's account will be credited the rental fee for those course hours dropped.
7. Credit for textbook rentals will not be issued after the 10<sup>th</sup> class day. Just as a student reserves a seat in a classroom rendering it unavailable for another student to use, and tuition is due for that reservation, the student is similarly responsible for textbook rental fees.
8. If a student adds a course after renting, payment is due when the new course books are received, unless financial aid is pending as described above.
9. Bookstore charges will appear on a student's account on the following business day.
10. Rental textbooks are due back to the Library on the Hope campus **by the last day of final exams each semester**. Textbooks must be returned in good condition as determined by UAHT staff.

Rental textbooks can be returned to the Texarkana campus during set rental return days at the end of each semester, typically during Finals Week. These dates/hours will be posted on both campuses and online.

11. **Rental textbooks not returned**, or not returned in good condition as determined by UAHT staff, **will be converted from a rental to a sale (\$65 per book) and charged to the student.**
12. Textbooks are due by the end of Finals week. Textbooks **not returned by the last day of finals are considered late and will be assessed a fee of \$15 per book.**