

# COWLEY BOOKSTORE

## FALL 2023 TEXTBOOK RETURN FORM

Please complete and enclose the Textbook Return Form ONLY when returning textbooks by MAIL or to the Cowley Bookstore BOOK DROP in Arkansas City. Students who return textbooks without the proper paperwork may not receive credit for the return. Cowley College Bookstore reserves the right to deny any return or exchange.

STUDENT INFORMATION		
Student Name	Cowley Student ID	
Today's Date		
Cell Phone (     ) _____ - _____	Email	
TEXTBOOK BEING RETURNED		
Title of Textbook	Rental	
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
REASON FOR RETURN (circle one reason)		
Withdrawn/Dropped/Cancelled Course	Bookstore Sent Wrong or Damaged Item	End of Semester Sellback or Rental Return

### TEXTBOOK REFUND POLICY

Textbooks should be returned in the same condition in which you purchased them. Textbooks can be returned for a 100% refund based on the following schedule:

First 4-Week & 8-Week Courses	Second 4-Week Courses	Short Term Courses < 4-Weeks
100% refund thru Friday, September 1	100% refund thru Monday, October 23	100% refund thru the first 2 days of the course

### TEXTBOOK SELLBACK AND RENTAL RETURN

Textbook sellback is a service provided by the Cowley Bookstore to students who wish to sell back textbooks at the conclusion of each semester. Students who rent textbooks and students who are the recipient of a textbook scholarship are REQUIRED to return all textbooks issued to them. Rental textbooks shipped to the Cowley Bookstore must be received no later than the Rental Due Date with shipping expenses paid by the student. The Cowley Bookstore is not responsible for textbooks that are lost or delayed in transit via any courier.

FALL 2023 TEXTBOOK SELLBACK	RENTAL AND SCHOLARSHIP TEXTBOOK DUE DATE
Monday, December 11 thru Friday, December 20	Wednesday, December 20

Cowley College Bookstore  
207 W. 5<sup>th</sup> Avenue | PO Box 1147 | Arkansas City, KS 67005  
620.441.5277 | bookstore@cowley.edu