



## TEXTBOOK REPURCHASE GUIDELINES

### Procedure for Returns

The Center for Distance and Independent Study will repurchase books used in Center for Distance and Independent Study courses **only if the books were purchased from us and are still being used by our department**. Books sent to the Center without permission may not be repurchased and will not be returned.

1. Complete the information on the **Request for Repurchase of Textbooks** form on the back of this page and return it to the Center for Distance and Independent Study at the address listed above.
2. You will receive this form back in the mail indicating which books will be repurchased.
3. If you receive approval, follow the shipping instructions below.
4. If the books are in re-salable condition, a refund will be issued for one-half of the purchase price of the book(s). Please note that workbooks that have been written in or are missing pages cannot be repurchased.
5. Course study guides and kits **will not** be repurchased. Science lab kits will not be repurchased.

### Issuing Credit

If you do not provide us with a credit card number on this form, we will automatically issue credit in the form of a check. If the address for the person to whom the refund will be issued is different than that of the student please indicate this on the form provided.

1. If you would like a refund done to a debit card it **must** have a Visa, MC or Discover logo on it and expiration date.
2. Credit card refunds can be processed in as little as 2 weeks once we have received the text and/or materials for buyback. Please provide the account number to be refunded on other side of this form.
3. Check refunds take between 4-6 weeks to process once we have received text and/or materials for repurchasing.

### Shipping Instructions

#### **REMEMBER - DO NOT SHIP YOUR BOOKS UNTIL YOU HAVE RECEIVED PERMISSION!**

1. You must return the approved **Request for Repurchase of Textbooks** form with your books.
2. Use the mailing label that will be sent to you after your books have been authorized for return.
3. Please make sure your books are packaged securely. You may want to contact your local Post Office or UPS facility to get specific instructions for packaging. **You are responsible for the cost of postage.**
4. You may use the original mailing bag for returning books. If you do this, make sure that the old shipping and postage labels are covered or blocked out completely and that the package is tightly resealed.
5. You may want to insure your package since we do not accept responsibility for books until they are received by us at the Center.

# REQUEST FOR REPURCHASE OF TEXTBOOKS

Please read and follow directions on the reverse side.

**Please Print**

Student Information:	
Name: _____	Date: _____
Address 1: _____	CDIS ID: _____
Address 2: _____	UM Student # _____
City: _____	State: _____ Zip: _____
E-mail Address: _____	

— Office Use Only —

AUTHOR	TITLE, AUDIO, VIDEO	KEY CODE	APPROVED	ENROLLMENT DATE	AMOUNT REFUNDED

**Please attach a page listing Author, Title, Key Code for additional material, if necessary.**

<b>Address to which refund should be sent, if different than above:</b> (institution, parent, etc.)	
Name: _____	<b>(Please Print)</b>
Address 1: _____	
Address 2: _____	
City: _____	State: _____ Zip: _____

**Credit Card Refund:**

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Card Holders Name: \_\_\_\_\_

(If the material was not originally paid for by credit card, you may still receive the credit on a debit or credit card, only if the information above is completed. See Issuing Credit on the other side of this form.)

**Office Use Only**

Authorization Valid Until: _____
Check Writers Name: _____