

## **Textbook Information and Access Policy**

Central's textbook information, including the International Standard Book Numbers and retail prices for each can be found on our student portal which is available to students and accepted prospects at <http://cccb.populiweb.com>.

Students may choose to participate in Central Christian College of the Bible's textbook lending program each semester. By participating in this program, the student receives required textbooks for the courses provided by Central Christian College of the Bible. Books for partnership program courses, some workbooks, and other materials that are student specific will not be a part of the textbook lending program.

Textbooks are lent to the student for the period of one semester. If, at any time during the semester, the student decides they would like to own their borrowed textbook, the book is damaged, or not returned by the ascribed due date, the student will be charged 70% of retail cost of the book.

Students may write and highlight in their borrowed textbooks. Damage includes, but is not limited to, broken bindings, missing or torn pages, water damage, or anything that renders the book unable to be used in the future.

Textbooks may only be returned during the week of finals. Onsite students must return all textbooks by 5 p.m. on the last day of finals. Online students must make sure their books are shipped back with a postmark no later than 5 p.m. on the last day of finals. Central Christian College of the Bible will provide shipping of the textbooks to the student, but the cost of returning the books is the student's responsibility. A trackable method through the postal service or UPS is recommended.

Any textbooks left in the lobby of the Reese Resource Center, the library, the library drop box, dormitory rooms or lobbies, or any other area of campus other than the bookstore, will not be processed until after 5 p.m. on the last day of finals and will incur a fine. Failure to return borrowed textbooks by the deadline will result in a non-refundable fine of \$25. This rental fine, plus 70% of the retail cost of each book, will be added to the student's account and must be paid before they may enroll in the next semester. Failure to pay these fees may result in the

inability to complete registration for a subsequent semester and a hold on the student's transcripts. Students may appeal these charges up to one month after notification.

Students who wish to purchase some or all of their books, and who have a credit balance on their account as a result of pending aid may use this balance towards the purchase of textbooks required for their courses. In order to use their balance, students must fill out the Student Bookstore Voucher located here:

<http://www.cccb.edu/bookstore-voucher-for-online-students/>. Upon approval, any textbooks and applicable shipping will be subtracted from the student's credit balance. In the event that the credit balance does not cover the entire amount of their purchase, the student will be contacted for additional or alternative payment method(s). If the student's pending financial aid fails to materialize, the student is still responsible for full payment of their college bill. By filling out the Online Student Bookstore Voucher request form, and by checking that they would like to participate in the Bookstore Voucher Program, the student is giving their permission to Central Christian College of the Bible to pay bookstore charges on their account with their Federal Financial Aid. If a student does not wish to use their pending aid for textbook purchases, they must check the appropriate box on the Online Student Bookstore Voucher form to opt out of this option for paying for their textbooks.