UNIVERSITY OF ALABAMA TEXTBOOK RENTAL POLICY

I. TEXTBOOK ISSUANCE:

A. Issuance of rental textbooks for students begins on the date announced by the Supply Store on its website and other locations.

B. For in-store rentals, students must present their ACTcard at time of the rental and pay the applicable rental fee. In-store rentals are only processed at the Ferguson Center, Bryant Drive and Law School Supply Store locations. For University of Alabama Supply Store online rentals, students should go to www.supestore.ua.edu. When renting books online, students must have a valid CWID in order to complete the online rental transaction.

C. Students must rent their own textbooks. A student may not use another student's ACTcard or CWID to rent textbooks.

D. The textbook rental fee is not charged as part of the tuition. The textbook rental fee is collected at the time rental textbook(s) are checked out either in-store or online.

E. Each student is responsible for the textbooks he or she rents and must adhere to all terms and conditions in the rental agreement and this Policy, including, without limitation, all terms and conditions regarding textbook return. Unless otherwise indicated herein, the provisions of this Policy apply to online and in-store textbook rentals,

F. The following provisions apply to online textbook rentals. Students are referred to as “I,” “you,” “your,” or “they” unless the context indicates otherwise.

1. When renting online with The University of Alabama Supply Store, students must accept or decline the Student Terms of Agreement before they can proceed to online checkout. Students will also be given the opportunity to print the Student Terms of Agreement before they proceed to online checkout. At online checkout, students will be asked to enter their valid CWID, student first name and student last name.

2. By clicking the box marked “I agree to the Student Terms of Agreement,” you affirmatively consent to use of electronic communications, electronic records, and electronic signatures rather than paper documents for the forms provided on www.supestore.ua.edu. Those forms include: the
Student Terms of Agreement; other documents relating to the textbook rental process; and all changes and updates to those disclosures, notices, and documents.

3. You understand that your electronic signature is legally binding, just as if you had signed a paper document, and agree that the document is fully enforceable against you. Your consent to use electronic signatures and documents applies only to materials related to your request for rental of textbooks.

G. When picking up a rental textbook that was ordered online with The University Supply Store, students must present their ACTcard at the time the rental textbook is picked up at the Ferguson Center location or at the Law School Supply Store for law students. There is no pick up of online rented textbooks at Bryant Drive.

H. Students may elect to have online rented textbooks shipped to them rather than picking up the rented textbook at the designated Supply Store location. Students shall be liable for payment of the shipping and handling costs of online rented textbooks. Once the textbook is shipped, students assume all risk of loss and become liable for the costs of any rented textbooks that are stolen, lost, or damaged during shipment or not timely returned.

II. RENTAL TEXTBOOK RETURNS

A. Textbook Return Dates

1. **Return Date** -- Rented textbooks must be returned to the Ferguson Center or the Bryant Drive Supply Store locations no later than 5:00 p.m. on the Return Date. Students who withdraw from the University must return their rented textbooks no later than 5:00 p.m. on the semester’s Return Date.

2. **Late Charges** -- Late fees are charged for rented textbooks which are returned after closing time on the Return Date. Students who wish to keep rented textbooks (including those used in sequence courses) for study over the semester break and over summer must pay an additional rental fee before 5:00 p.m. on the Return Date.

3. **Drops** -- To obtain a full refund of the rental fee, the student must return the rented textbook either to the Ferguson Center or Bryant Drive Supply Store locations no later than 5:00 p.m. on the 2nd Friday following the 1st day of classes. If a class is dropped during the 2nd and 3rd week of classes, the student must bring with them the original rental receipt for the rented textbook and a printed revised
class schedule showing the course has been dropped. Otherwise to avoid being charged for the replacement cost of the unreturned rental textbook, the rented textbook must be returned by 5:00 p.m. on the semester’s Return Date.

4. **Incomplete**s -- Students with incompletes in courses for which they rented textbooks must return the rented textbooks by 5:00 p.m. on the semester’s Return Date in order to avoid being charged for the replacement cost of the unreturned rental textbook. Rental textbooks must be returned either to the Ferguson Center or Bryant Drive Supply Store locations.

**B. Returning Textbooks**

1. Rented textbooks are to be returned to and check-in either at the Ferguson Center or Bryant Drive Supply Store locations.

2. An ACTcard or other picture identification card is not required for rental textbook return.

3. Student’s may return another student’s rented textbooks, but the student who rented the textbooks remains liable for all charges and costs if the other student fails to return the rental textbooks in a timely manner for any reason, including loss or theft.

**III FEES AND CHARGES**

**A. Charges**

1. A student whose rented textbooks are not returned by 5:00 p.m. on the semester’s Return Date will have the replacement cost of a rented textbook, applicable sales taxes and a $15.00 late charge per unreturned rental textbook charged to the student’s student account. The replacement cost of a rental textbook is the textbook’s replenishment cost from the publisher.

2. Student’s may review charges to their student account via myBama. The charges will be processed by Student Receivables/Student Account Services.

3. At the discretion of the Supply Store Associate Director, Books, late charges for rented textbooks not returned by the Return Date deadline may be waived on account of sickness, injury or family emergency provided the student has a notification of absence from the office of the Dean of Students or other proper documentation of the circumstances.

4. Long overdue accounts may be referred to a collection agency in accordance with University policy. All charges passed to Student Account Services.
are subject to the University’s Financial Responsibility Agreement and the provisions thereof.

B. Lost, Stolen and Damaged Texts

1. If a rented textbook(s) is lost or stolen, or returned in so damaged a condition that it is not re-rentable, the student must notify the Ferguson Center Supply Store (rather than the Bryant Drive location) prior to 5:00 p.m. on the semester’s Return Date, and in any of those events the replacement cost of the rented textbook plus applicable sales taxes will be charged to the student account.

2. If a lost or stolen rented textbook is subsequently found or recovered and it is in good, undamaged usable condition and still used in the course (i.e. has not been discontinued) by the date it is returned either to the Ferguson Center or Bryant Drive Supply Store locations, then the student shall receive the buyback value of the rented textbook.

3. Students will have seven (7) days from the date they rent a textbook in which to inspect the rental textbook for damage or excessive highlighting, underlining, or marking and if found, reporting it to the Supply Store Associate Director, Books. If the student fails to report any pre-existing damage or excessive highlighting, underlining or marking within the 7-day period, then thereafter at the discretion of the Supply Store Associate Director, Books, the student shall be deemed to have accepted the rental textbook in its then current condition. This may result in the textbook’s replacement cost plus applicable sales taxes being charged to the student’s student account when the textbook is returned.

4. Excessive highlighting, underlining, or marking textbooks is not allowed and may result in the new textbook replacement cost plus applicable sales taxes being added to the student’s student account when the rental textbook is returned.

C. Disputes. All complaints involving rental textbooks, including without limitation, damage decisions, late charges and replacement cost of a textbook, and lost or stolen rental textbooks, must be delivered to the Supply Store Associate Director, Books, within 14 days of the date the complained about problem occurred. Complaints submitted after the 14-day submission period will not be accepted for review and action.
If you have questions about policy relating to your particular situation, it is important that you consult the Supply Store Associate Director, Books only. You assume the risk of relying on information from other students or faculty members because the information may be inaccurate. The Ferguson Center Supply Store telephone number is (205) 348-7636.