

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

6.10

CAMPUS:	Marshall	Page 1 of 2
TITLE:	Bookstore Refunds	
OFFICE OF RESPONSIBILITY:	Business Services	
APPROVED BY:	Dr. J. Gary Hendricks	
TITLE:	President	Date: November 23, 2005

STATUS: Replaces Policy & Procedure 6.10 "Bookstore Refunds and Exchanges"
Approved 05/10/93
Revised: 9/23/96
Revised: 12/11/00
Revised: 11/23/05

PRACTICE:

It is the practice of Texas State Technical College Marshall to operate a Bookstore for the use and convenience of students and staff.

PROCEDURES:

Conditions of Return or Exchange are as follows:

A. Textbooks

1. Refunds or exchanges on or before the official census date of the term will require presentation of a cash register receipt.
2. To obtain a full refund books must be in new condition. Any markings other than the original price tag will cause the book to be considered used.

3. A refund after the official census date will require the presentation of a cash register receipt and a valid drop slip. (Refunds on these books will be one-half of the original price)
4. The bookstore will determine whether returned books are in new or used condition.

BOOK RETURN SCHEDULE

FALL 2005
12TH CLASS DAY

SEPTEMBER 14, 2005

SPRING 2006
12TH CLASS DAY

JANUARY 25, 2006

SUMMER 2006
12TH CLASS DAY

MAY 23, 2006