Please read carefully before signing.

RENTAL POLICIES & PROCEDURES AGREEMENT

UW-Manitowoc * University Bookstore
705 Viebahn St. * Manitowoc WI 54220
(920) 683-4680

UW-Manitowoc student I.D. card required to rent books. Students under the age of 18 years must have a parent or guardian present to sign this agreement before books will be issued.

Rented textbooks are property of UW-Manitowoc, not the student to whom they are rented. Each student is responsible for the keeping their rented textbooks safe and in good condition. Students who lose, damage, or return their books late are subject to fines, fees, or replacement costs. Unpaid fines, fees, or replacement costs may prevent students from registering for future classes or renting other books.

Please check your books for damages before leaving the bookstore. If there is a problem, alert the clerk at time of checkout so the problem can be noted. Damages include: Liquid (rain, snow, coffee, juice, etc.), fire or heat, chemicals, food stains, tooth marks (rodents, pets, children, etc.), excessive wear (torn or bent covers, abundant highlighting/underlining, notes in pen, etc).

Partial Sessions & Multiple Semester Courses: Books from partial session courses must be returned immediately after the session is completed to avoid non-refundable late fees and/or full retail placement costs. Books which will be used again for a 2nd semester beyond the current one must also be returned by the latest due date after the current semester ends to avoid non-refundable late fees and/or full retail placement costs.

Course Drops: If a student drops a course, textbooks must be returned immediately, even if the course is to be retaken the following semester. Students who fail to return a textbook within two (2) days after the drop will be charged the non-refundable full retail replacement cost of the book and a $5.00 processing fee per book.

Incompletes: Students with incompletes must make arrangements with the bookstore by 4:00 pm on Mon. May 19, 2015 if they wish to keep a textbook past the latest due date. Failure to make arrangements will result in late fees or replacement costs per the return policy below.

A non-refundable damage fee of $5.00 per book will be assessed for tampering with, damaging, or removing the identification barcode label on the front of any book.

**Due Dates:** All rental textbooks must be returned to the Bookstore, Administrative Office, or outside dropbox (available 24 hours a day, every day) by 4:00 p.m. on Fri. May 22, 2015 to avoid late fees and/or full retail replacement costs.

**Late Book Return Policies:** Students returning books after 4:00 p.m. on Fri. May 29, 2015 but before 4:00 p.m. on Fri. May 29, 2015 will be assessed a late fine of $25.00 per book. Books returned after 4:00 p.m. on Fri. May 29, 2015 will not be accepted and NON-REFUNDABLE full retail price of book will be charged in addition to the late fees as outlined above.

Signed: ___________________________________________  Date: _______________________________