



## TEXTBOOK PROCEDURES & GUIDELINES

Broward County Public Schools has an agreement with Broward College to purchase/rent textbooks for students to utilize while enrolled in dual enrollment courses. All dual enrollment textbooks become the property of Broward County Public Schools and must be cared for and returned by the established deadlines. Students will incur financial obligations for textbooks that are not returned by the established deadline.

The College Academy at Broward College maintains an inventory of textbooks for courses taught by College Academy's instructors. Each semester, the College Academy will publish the textbook pickup dates and times. All College Academy Textbooks must be returned by the published deadline each semester.

### TEXTBOOK ORDERING AND PICKUP

1. Students will buy/rent only the textbooks for the classes they are approved to take. Students will not purchase textbooks for other students.
2. To help reduce the cost of textbooks, students will select textbooks in the following order, if available:  
**Rent, Buy Used, Buy New**
3. Students will only buy/rent the required textbook, access codes, and solution manuals. Some textbooks are bundled with access codes and therefore do not require a separate purchase.
4. Students will review the bookstore receipt for errors. Any errors on the receipt should be immediately reported to the campus bookstore. Students should retain the receipt / corrected receipt.

### TEXTBOOK RETURNS

1. Students will return all textbooks and materials purchased, rented, or loaned by the published deadline each semester. Return all textbooks, even those assessed at zero return / buy back value.
2. Students will return all textbooks issued by the College Academy to the College Academy offices. All other textbooks unless notified must be returned to the Barnes and Noble campus bookstore.
3. Students will retain the receipt for all textbooks returned to the campus bookstore.
4. Students will retain College Academy textbook cards for all returned College Academy textbooks.
5. Students will return any textbook purchased in error ASAP or due to a change in class by the published deadline to receive a full refund / exchange.

### UNAUTHORIZED PURCHASES

The School Board of Broward County is responsible for the cost of required instructional materials for approved courses.

**Parents and Student signature below acknowledge the above procedures and the responsibility for financial obligations for lost textbooks and textbooks not returned by deadline.**

\_\_\_\_\_  
Student Signature                      Date

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Parent Signature                      Date