# Bookstore Computer Charge Request

Student Name _________________________  Empl ID __________________

Type of purchase(s):  
- [ ] laptop  
- [ ] printer  
- [ ] other (specify) ________________

Amount requested (attach documentation): $________________

Reason needed: ___________________________________________

Please read and initial the following:

- _____ I have read and understand the Bookstore Charge and Refund Policy on the back.
- _____ I understand that financial aid will allow me to charge a computer and peripherals only once every three years.
- _____ I understand that my refund amount will be reduced by these charges.
- _____ I realize I can probably find a less expensive computer if I wait for my refund.
- _____ If I change enrollment, I must immediately come in to financial aid to see if I will owe any out-of-pocket expenses that could cause me to be dropped from other classes.
- _____ I understand the charge limit at the bookstore is $1,200 per semester including a computer.

Sign: __________________________  Date: ________________

## FINANCIAL AID OFFICE USE:

<table>
<thead>
<tr>
<th>SAP status here _______</th>
<th>SAP status at other VCCS schools _______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Award for Fall 15</td>
<td>$__________________</td>
</tr>
<tr>
<td>Minus Tuition for _____ credits</td>
<td>$__________________</td>
</tr>
<tr>
<td>Available for bookstore</td>
<td>$__________________</td>
</tr>
<tr>
<td>Less books charged</td>
<td>$__________________</td>
</tr>
<tr>
<td>Computer authorized</td>
<td>Yes [ ]  No [ ]  $__________________</td>
</tr>
</tbody>
</table>

Comments ___________________________  ___________________________  ___________________________

Authorized by ___________________________  Date ___________________________
Bookstore Charges Policy

The College Bookstore is authorized to allow students to charge the following materials to their financial aid for 10 days prior to the start of a term until the end of the main drop period and at other times, if the Financial Aid Coordinator re-opens the charge period:

1. Required books
2. Recommended books
3. Required supplies
4. Computers and peripherals, if authorized in writing from the Financial Aid Office staff. Students will be limited to one computer purchase in a three year period. Peripherals may not be purchased separately. Financial Aid will deny request if academic progress is deficient at any college.
5. Other electronics, uniforms and supplies may be purchased without authorization if a class syllabus specifically requires them. No more than $200.00 may be spent on these items each term without pre-authorization.
6. Items not approved for purchase with financial aid include but are not limited to apparel, food, cell phones, gift items, and gift/prepaid cards.
7. The semester limit for all bookstore charges is $1,200, even if a student has more excess funds.

Bookstore Refunds Policy

The College Bookstore will issue refunds for text books and supplies under the following conditions:

A. TEXTBOOKS
   • A full refund will be given in the original form of payment if textbooks are returned during the first week of classes with original receipt.
   • With proof of a schedule change and original receipt, a full refund will be given in the original form of payment during the first 30 days of classes.
   • No refunds on unwrapped loose-leaf books or shrink-wrapped titles which do not have the wrapping intact.
   • No refunds on Digital Content once accessed.
   • Textbooks must be in original condition.
   • No refunds or exchanges without original receipt.

B. GENERAL READING BOOKS, NOOK® DEVICES, SOFTWARE, AUDIO, VIDEO & SMALL ELECTRONICS
   • A full refund will be given in the original form of payment if merchandise is returned within 14 days of purchase with original receipt in original packaging. Note: Computers and electronics may not be returned if opened.
   • Opened software, audio books, DVDs, CDs, music, and small electronics may not be returned. They can be exchanged for the same item if defective.
   • Merchandise must be in original condition.
   • No refunds or exchanges without original receipt.

C. ALL OTHER MERCHANDISE
   • A full refund will be given in your original form of payment with original receipt.
   • Without a receipt, a store credit will be issued at the current selling price.
   • Cash back on merchandise credits or gift cards will not exceed $1.
   • No refunds on gift cards, prepaid cards, phone cards, newspapers, or magazines.
   • Merchandise must be in original condition.

All other refunds are given at the sole discretion of the bookstore manager.