LANCASTER BIBLE COLLEGE

TEXTBOOK BUTLER is a hassle-free worry-free program to purchase your textbooks while in college.

Store use Only

Please PRINT Clearly

Complete this form and return to the **BOOKSTORE.**

Your textbooks will be pulled and boxed automatically each semester.

Your textbooks will be charged to your student account a the beginning of each term. **A credit card is only required for a deposit on rental books. See policies below.**

You may pick up your order at the designated campus location or have them delivered to your dorm.

You may withdraw from the program at any time by contacting the bookstore manager.

Name: First, Last			Student ID
Address	City	State	Zip
☐Visa ☐M/C ☐Discover			
Credit Card Information	Print Name of Cardholder		
Credit Card Number	Expiration Date	Security Code	

Please choose your textbook option:

☐ I want to **RENT** my textbooks (when available). - Least expensive option
☐ I want to purchase my textbooks **USED** (when available). - Less expensive option
☐ I want to purchase my textbooks **NEW** - Most expensive option

Please choose your delivery option:

☐ I want my books delivered to my **room** ☐ I want to pickup my books at the **bookstore**

Please initial each Box

I understand and agree that my textbooks will be charged to my student account each semester. ☐

I understand and agree that I will be given the least expensive option unless I have indicated otherwise. If not available the bookstore will substitute the next least expensive option available. ☐

I agree to return rented textbooks to the bookstore manager, at the designated campus location during the last week of the term in which the textbook was rented. ☐

I have read and agree to the return policy stated below. ☐

NO RETURNS OR EXCHANGE ALLOWED WITHOUT A SALES RECEIPT

*All textbook returns and exchanges must be accompanied by your sales receipt.

TEXTBOOKS may NOT be returned or exchange IF:

*The plastic shrink wrap has been opened or removed

*The textbook has been highlighted or written in (only applicable for NEW textbooks)

*The textbook has been damaged

*The accompanying CD or Study Aids is missing from the text package.

*The drop-class date established by the College has passed for the current semester

*A 25% processing fee will be charged for all returned textbooks

*REFUNDS WILL BE ISSUED IN THE SAME FORM AS PAYMENT WAS MADE

***Rental textbooks must be returned to a designated campus location by the last day of the current semester**

*If returned after the due date a $10.00 late fee will be charged to your credit card

*If not returned by the first full week of the following term the full retail price of the textbook will be charged to your credit card.

Signature	Date

Bookstore use only - Date Filled_____Filled by_____