

## Tallahassee State College Campus Bookstore Agreement

### Home School Dual Enrollment Program

Tallahassee State College shall provide, through the College Bookstore, access to textbooks for students enrolled in courses at Tallahassee State College through the Home School Dual Enrollment Program. The type of textbook access (rental or purchased) shall be determined by the College and will be provided at no cost to the student. **All policies and procedures set forth by the College for the distribution and the return of the textbooks must be followed to avoid fines and potential account holds.**

Students are required to take two documents to the campus bookstore each time books are purchased or exchanged.

1. Photo ID
2. A copy of his/her schedule (and receipts if returning/exchanging)

The Home School Dual Enrollment students will follow the same process as all college students when going to the bookstore to purchase books. Students should identify themselves to bookstore staff as Home School Dual Enrollment participants. The bookstore staff will offer guidance regarding the selection of the approved textbooks for the courses in which the student is enrolled. The books will be taken to the point-of-sale location for processing and charging to the Home School Dual Enrollment student account.

Should a Home School Dual Enrollment student change/drop a course, and need to exchange/return the textbook, the student must present a copy of the updated schedule and bookstore receipt to the College bookstore **on or before the last day to cancel registration/drop course**, within that semester.

**If a student withdraws or is administratively withdrawn from a course, the student must immediately return the book to the Office of Academic Affairs.** If the student does not immediately return the book, a hold will be placed on the student's account, preventing him/her from registering for the following semester.

Course materials/textbooks will be available to the student for pickup **48 hours after the student has emailed his/her schedule to the bookstore.** Email your schedule to [0795asm@follett.com](mailto:0795asm@follett.com).

#### **For Purchased Books:**

Students must **return all purchased textbooks to the Office of Academic Affairs (located upstairs of the Hinson Administration building)**. If all purchased materials are not returned to the Office of Academic Affairs **on or before the Monday after final exams**, or if the book is lost or damaged, the Home School Dual Enrollment student will be charged the **retail value of the book**. All textbook fines must be paid at the Cashier's Office (located on the second floor of the Student Union) to avoid potential account holds, preventing the student from registering for the following semester.

By signing below, I affirm that I have read and agree to the policies outlined in the Tallahassee State College Textbook Agreement for the Dual Enrollment Program.

Print Name (student): \_\_\_\_\_

Signature (student): \_\_\_\_\_

Date: \_\_\_\_\_

Print Name (parent): \_\_\_\_\_

Signature (parent): \_\_\_\_\_

Date: \_\_\_\_\_