

BELHAVEN COLLEGE ADULT EDUCATION **BOOK PROGRAM**

Please read and sign this before textbooks are issued to you.

1. Textbooks used in this program will be issued to you prior to the beginning of class and returned by you at the end of each class in exchange for the textbooks needed for your upcoming class. There is a sign-in/sign-out log book in the bookstore for pick-up and return of textbooks.
2. You will be required to furnish identification at the bookstore when you pick up the textbooks and when the books are returned.
3. Bibles and workbooks may be kept by the student.
4. In the event that textbooks are not returned for exchange, no further textbooks will be issued, and you will not be allowed further enrollment into classes.
5. In the event that textbooks are damaged, you will be charged a replacement fee for the textbook. These damages include torn or mangled pages or water/liquid/heat damage. Permeable highlighting is acceptable.
6. If, at the end of the class you choose to purchase the textbook, you may do so at a reduced rate based on the age of the textbook or a new copy can be ordered for you through the bookstore. The cost of the book will include shipping.

PRINT NAME CLEARLY _____

SIGNATURE _____

DATE _____ SS# OR ID# _____

COHORT # _____