



## OFFICE OF PRE-COLLEGE PROGRAMS | PSEO BOOK PURCHASE POLICY:

- PSEO funding is only provided for books or supplies that are **required** for your current term's classes. Optional books are not covered by PSEO funding. Books must be purchased during each term's specified book funding dates.
- All books must be purchased from a Sinclair Bookstore with your Tartan Card. **Do not pay cash for any books or supplies. Reimbursements are prohibited.**
- Purchases made outside this policy will be billed directly to the student and if not paid, will affect the student's standing at Sinclair Community College.

### Purchasing Required Books:

- Check your Web Advisor/Account Summary online to verify that you have a \$0/zero balance on your account. This indicates that your PSEO funding has been processed and you have an allowance for books.
  - Allow at least one week after registering for PSEO funding to be processed and a book allowance to be applied to your account.
  - Your book allowance will **NOT** appear on your Fee Bill, Web Advisor/Account Summary, or Tartan Card account.
- Take your Tartan Card and a copy of your current class schedule to any Sinclair Bookstore. Books can be purchased online through the Sinclair Bookstore, if available.
- Purchase USED books, if possible. **Only purchase new books if used books are not available.**
- **E-Books:** Students can purchase E-books ONLY if listed as REQUIRED on the instructor's course syllabus. If the E-book is listed as optional, then PSEO funds cannot be used to purchase an E-book. A standard textbook must be purchased.
- If a book is out of stock, ask to pre-pay with your PSEO funding by submitting a "text book out-of stock" form by the last day to purchase books. This date is usually one week after the term begins.
- If you do not have enough book allowance to purchase your required books, please contact the PSEO Office immediately to request additional funding. **Requests for additional book funding will be processed and available at the bookstore within 2 business days.**
- **If you add or change classes, your book funding will be delayed until all additional funding is processed. You must check your Web Advisor/Account Summary online to verify that you have a \$0/zero balance on your account before attempting to purchase books.**

### Retaining/Reusing PSEO-Funded Books:

- PSEO students should not purchase a new book if they know they can reuse the same book in the following term for a series. Reuse books that can be used for a series of classes. (i.e.: MAT-101/Fall Term & MAT-102/Winter Term). However, this must be approved by the PSEO Program Office in advance and will be renewable each term.

### Purchasing Required Technical Supplies:

- Required supplies, other than books, are listed on the instructor's course syllabus and must be purchased at any Sinclair Bookstore.
- Not all technical supplies are covered through the PSEO Program. Technical supplies, equipment, or items of a "personal nature" that will be kept by the student are not covered by PSEO funding. Some items that are not covered include but not limited to: computer software, uniforms, calculators, tools, etc.
- If technical supplies are needed, bring the course syllabus and a cost estimate to the PSEO Office to complete a technical supply funding request. If your request is approved, allow 2 business days for the funding to be applied to your account.



## OFFICE OF PRE-COLLEGE PROGRAMS | PSEO BOOK RETURN POLICY:

PSEO-funded books for completed courses must be returned to any Sinclair Bookstore location **within 5 days after the last day of each term**. If the PSEO-funded book is not returned, the student is financially responsible for the book. Refer to the *Dropped, Late Withdrawal, and Incomplete Courses for PSEO-Funded Books* process below for dropped and incomplete courses. Books purchased with PSEO Program funding cannot be returned at BuyBack by the PSEO student for a cash refund.

### Return Process:

1. A notice will be mailed to each student's home and emailed to his/her my.sinclair account informing that all PSEO-funded items must be returned and PSEO book return dates.
2. Return the book to a Sinclair Bookstore during those return dates, using the Bookstore's "Return Line."
3. Two receipts will be printed. Student signs one for the cashier, and retains the second for proof of return.

### Sinclair Bookstore Locations:

- Bookstore returns must be made within regular Bookstore hours. Locations include Dayton Campus (Building 7), Learning Centers, and Courseview Campus.
- Normal usage for returned books will be determined by standard Sinclair Bookstore policies.
  - Limited highlighting and writing in the materials is permitted.
  - Unacceptable conditions include water damage, defacing, unreadable, torn, or other damage incurred to the materials, as determined by Bookstore staff.
- Only Distance Learning/Web student may use the mail return option and must have prior approval from the Bookstore.

### Dropped, Late Withdrawal, and Incomplete Courses for PSEO-Funded Books:

- Books purchased for a dropped (on-time with no record) course must be returned to a Sinclair Bookstore location **within 14 days of the first day of classes**. **Students** must request a "PSEO funding reversal" and books must be returned according to Sinclair Bookstore return policies and dates.
- Books returned for a "PSEO funding reversal" will be credited to the student's Sinclair account and will not be identified as returnable. Retain all receipts for proof of return.
- Books purchased for a late withdrawal course (with a grade of 'W') or an incomplete course with a grade of 'I', 'Z', or 'F' (incomplete, non-attendance, failed), will be charged to the high school and/or local school district. The high school and/or local district in turn will charge the student for the cost of the book. **Do not return the book to a Sinclair Bookstore.** Check with your high school counselor for their policy related to late withdrawal, incomplete and/or failed courses.
- Deadlines for "on-time" and "late withdrawals" are determined by Sinclair each term and communicated to students.

### Non-Returned PSEO Books:

- Books that are not returned will result in a balance due on the student's Sinclair account for the amount originally charged for that book. A "hold" will be placed on the account until the balance due is paid. **Students are not able to register for classes or receive transcripts if they have a balance due.**
- Some technical supplies, such as art, are considered "non-returnable" by Sinclair Bookstore policies.
- **E-Books:** If an approved E-book was purchased with PSEO funds, you are **NOT** required to return it to the Sinclair Bookstore. E-books are considered "non-returnable".

Any questions regarding PSEO policies and procedures, including book returns, should be referred to the PSEO Program at 937.512.2461, or emailed to [pseo@sinclair.edu](mailto:pseo@sinclair.edu). PSEO Program and Sinclair Bookstore return policies and procedures are subject to change.

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