

PROCEDURE:

6.4.1p1. Books and Supplies

Revised: August 2008; June 16, 2010; May 18, 2011; June 20, 2012; June 19, 2013; June 18, 2014; September 16, 2015; September 21, 2016; June 21, 2017; August 15, 2018; June 17, 2020; August 17, 2021

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Adopted: June 20, 2007

I. **PURPOSE**

Each student is required to have books, tools, uniforms, and other equipment appropriate to the program of study. In some cases, these items may be usable in the student's employment following graduation. All required books and many of the other necessary educational supplies may be purchased from the Ogeechee Technical College Bookstore. Program advisors will also provide information concerning specialized tools, uniforms, or equipment needed for the program.

II. **RELATED AUTHORITY**

State Board Policy 6.6.1. Student Tuition and Fees

Ogeechee Technical College Procedure 6.6.1p1. Student Tuition and Fees

Ogeechee Technical College Bookstore Manual

III. **APPLICABILITY**

The procedure applies to all students of Ogeechee Technical College.

IV. **DEFINITIONS**

None.

V. **ATTACHMENTS**

None.

VI. **PROCEDURE**

Bookstore (Joseph E. Kennedy Building)

The Bookstore is located in the Joseph E. Kennedy Building on the main campus in Statesboro, and hours are scheduled to accommodate day and evening students.

These hours are posted outside the Bookstore and on the College's website.

Books are available for sale along with a variety of supplies needed by students.

Purchases can be made by cash, check, Ogeechee Technical College gift card, credit card (Visa, MasterCard, Discover, or American Express), or charged to financial aid.

Financial Aid can only be used for three weeks. One week prior to the beginning of each term and two weeks after the term starts.

Bookstore Refund Policy

An original receipt is required for a refund or exchange. Textbooks can be returned or exchanged one week prior to the beginning of each term, two weeks after the term starts, or within seven days of purchase. Refunds will be made in accordance with original payment method (cash=cash refund; Ogeechee Technical College gift card=refund to Ogeechee Technical College gift card; credit/debit card=refund to credit/debit card, financial aid charge=financial aid refund). New textbooks must be in original condition and free of bends, smudges, markings, indentions, or any kind of wear to be returned as a new book. Otherwise, the option will be to return it as a used book. Textbooks that were shrink wrapped, including those with access codes, can only be returned if all components are unused. Supplies and clothing can be returned within fourteen days of purchase accompanied by original receipt. They must also be returned in original condition. If wear or use is detected, the item may not be returned or exchanged.

Return of items purchased with financial aid should be made one week prior to the beginning of each term and two weeks after the term starts while financial aid credit is still available in the Bookstore.

No refund shall be made for expendable supplies and equipment (i.e., cosmetology kits, tools, uniforms, etc.).

VII. RECORD RETENTION

None.