

# Humphreys University

## BOOKSTORE RETURN POLICY

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- Only registered students are allowed to purchase books and supplies from the Humphreys Bookstore. ID must be presented at time of purchase along with your registration form.
- THERE ARE NO CASH REFUNDS. All refunds will be credited to the student's fiscal account and applied first to any outstanding balance.
- Refunds or exchanges will only be given with original receipt.

### TEXTBOOK RETURNS

- ★ **First week of the quarter:** You must have the original receipt and your registration form.
- ★ **Second and third weeks of the quarter:** You can sell back your textbook only if you are dropping the class. You must have the original receipt and show a copy of your 'Change of Schedule' form as verification.
- ★ **After third week of the quarter:** NO books can be returned after the third week of the quarter.

**Please note:** The number of the week is from the first day of the scheduled quarter – Not from when the student actually starts their class schedule.

### REFUND AMOUNTS

- ★ **Full refund:** A 100% refund (no damage) will only be given during the first three weeks of the quarter. There must be **no** marks (i.e. handwriting, underlining, pages missing or torn) in the book. The book must be completely free from damage.
- ★ **Partial refund:** A 50% refund (slight damage) will only be given during the first three weeks of the quarter. There must be no missing or torn pages and only minimal damage (i.e., handwriting, underlining, creased pages) to the book.

**The extent of book damage is at the discretion of bookstore management.  
Both full and partial refunds must also meet the conditions of enrollment.**

### NON-RETURNABLE BOOKS

- ★ Testing guides, study guides and/or lab workbooks
- ★ Textbooks containing software sets of any kind
- ★ Shrink-wrapped or boxed items that have been opened or unwrapped

### BUY BACK PERIOD

- ★ Only during finals week and the quarter break weeks
- ★ Students may sell back their books for up to 50% of the original purchase price if the textbook will be used for the upcoming quarter. Student must also have the original receipt and a copy of their registration form in order to sell back their book.

## **PURCHASE OF BOOKS & SUPPLIES**

Sales are to registered students only. You must present ID and your current quarter registration form.

Be sure to keep your original receipt.

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## **RETURNS AND BUY BACK CONDITIONS**

Returns can only be made in the first three weeks of classes. No cash refunds for returns. The original receipt and your registration form are required for returns.

See 'Humphreys College Bookstore Return Policy' for complete requirements.

Buy back of your used books will only be processed during finals week and the quarter break weeks.

Student must have the original sales receipt and a copy of their registration form showing they were enrolled in the course for which the book was purchased.