Why do we receive multiple invoices from different parties/campuses at UC?

UC students may purchase textbooks from the UC Bookstore/Follett which will be received as an invoice from UC Bookstores/Follett, or they may be enrolled in a course that requires an e-book. E-books are not sold by UC Bookstore/Follett; the fees are automatically assessed on a student’s bill. The CCP office covers this cost and then invoices the school/district for the cost of the E-book.

Each of UC’s campuses manages a separate, independent CCP program so you may receive an invoice from one or more campuses for e-books if you have students enrolled at multiple UC campuses.

Please ensure that invoices are processed and payment is made and sent to the appropriate campus and/or party in a timely manner.

Please make payments to the accounts receivable listed on your invoice. UC Bookstores/Follett and our University E-Books are separate vendors.

Do we have to use the UC Bookstore to purchase textbooks for our students?

No, but obtaining textbooks online through sites like Amazon.com can be problematic.

- Students often make the mistake of purchasing the wrong edition of the text, whereas the Bookstore will carry the exact edition of a text that is required for the course.
- Students purchase used texts with no available access code for required online materials.
- There may be delays in shipment of books and students may not have books in time to complete assignments for first day of class. Returning books also comes with a cost whereas texts can be returned to the bookstore or shipped back to the UC Bookstore at no cost to the student/school.

Is there a cheaper option for purchasing textbooks?

The UC Bookstores/Follett offers textbook rental program as an alternative to purchasing texts that can save the school/district between 40-60% of the cost. Please review the UC Bookstore rental agreement and contact UC Bookstore staff for more details.
**What should we do with a textbook if a student obtains a text and then drops the class within the drop period?**

In order to receive a refund, textbooks must be returned to the bookstore in the condition they were purchased (shrink-wrapped texts must be unopened) by the 100% refund/drop deadline.

**How can we return the textbooks we collect?**

Schools/Districts may contact bookstore staff to request a prepaid shipping label. All books may be shipped back to the bookstore at no cost to the school/district.

School/Districts may also return books in person.

Whatever the return method, schools/districts that enter a rental agreement must be aware of textbook rental return deadlines. Please contact the bookstore for more information.

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**Campus Bookstore Locations and Contact Information**

**UC Uptown/Main**

Shane Zaleski
szaleski@follett.com
513-556-1447

Location:
2766 UC Main Street
Tangeman University Center, Room 365
Cincinnati, OH 45221
513-556-1700

**UC Blue Ash College**

Steve Eagle
seagle@follett.com
513-745-5610

9555 Plainfield Road
Muntz Hall, Room 126
Blue Ash, OH 45236
513-745-5610

**UC Clermont College**

Andy Jones
ajones@follett.com
513-732-5309

Location:
4200 College Drive
Batavia, OH 45103
513-732-5203

Accountant for All UC Bookstores: Keysha Valines, 0032act@follett.com, 513-556-1342