

Textbook Rental Program Overview

- Many textbooks required for courses at the University of Cincinnati are eligible to rent through the bookstore. Rented textbook savings average between 40-60% off the new textbook price on rentable titles.
- Rental differs from purchasing textbooks because rental textbooks remain property of the bookstore while the students use them for the duration of the term. High schools will not receive money back at the end of the term for rented textbooks.
- Rented textbooks are kept for the entire semester, and then returned to the bookstore. Textbooks available for rent will have a rental price displayed on the shelf tag in-store, UC Catalyst website, and bookstore website (www.uc.bkstr.com).
- Some course materials are not eligible for the rental program due to consumable components such as web access codes, workbooks and lab books.

Participating in Rental as a CCP High School

- A representative from the high school will be required to submit a signed authorization form to the bookstore before the start of the term, stating agreement to the terms and conditions of the textbook rental program.

CCP Student Responsibilities

- During the checkout process, the student will be required to inform the cashier that he or she is in the CCP program. If his or her high school has completed a rental authorization form, the bookstore will rent all eligible textbooks. Students will need to provide a school ID or state-issued ID, phone number and email address to set up the rental account.
- Students can highlight and take notes in rented textbooks. Normal wear and tear is expected and the textbook must be returned in complete, resalable condition.
- For the high school to receive a full refund of the rental fee for a dropped class, the textbook must be returned to the bookstore by the end 100% refund drop period.
- The student keeps the textbook until the due date listed on the receipt, which is the Tuesday after finals end. If the student is finished using the textbook before the due date, it can be returned to the bookstore early. To check in the rental textbook, the bookstore needs one of the following information; student's phone number, name, or email address.
- If it is not practical for the student to return the textbook to the bookstore in person, a relative can return the textbook. Alternatively, students can ship the textbooks back to the bookstore using a prepaid shipping label provided through email by the bookstore 10 days before the due date.

Non-returned and Damaged Textbooks

- If a textbook is returned in non-resalable condition, or the due date is missed, the student's high school will be billed for the difference between the rental fee paid at the beginning of the semester and the current purchase price of the textbook, as seen below:

Regular Retail	\$50
Rental Price	\$25
Non-Return Charge	\$25

Some course materials may be required for multiple semesters. For example the same textbook may be used for Biology I and II. These textbooks may be kept by the students for an additional semester. The high school will be billed the difference between the rental fee and the current purchase price of the book in this situation as well.

If you would like your high school to participate in the UC Bookstores CCP Textbook Rental Program, please contact a UC Bookstore representative:

- **Uptown Campus:** **Shane Zaleski** (szaleski@follett.com or 513-556-1447)
- **UC Blue Ash:** **Steve Eagle** (seagle@follett.com or 513-745-5610)
- **Clermont:** **Andy Jones** (ajones@follett.com or 513-732-5309)
- **Accountant for all UC Bookstores:** **Keysha Valines** (0032act@follett.com or 513-556-1342)

RENTAL CONFIRMATION

Hello %%FName%%,

Thank you for your textbook rental!

The title(s) and due date(s) for your rental item(s) are listed below. You'll receive email reminders when your rental due date approaches.

Thank you,
%%StoreName%%

Titles Rented

* Tax not included

The non-return charge and processing fee(s) (along with any applicable taxes) will be charged to your collateral if you fail to return the title by the date provided.

To view your rental information, please log into our rental site. Here's how:

1. Visit your [bookstore](#)
2. Click "Rental Agreement" from the footer at the bottom of the page
3. Login as a "Returning Rental User" with the temporary password below

Questions? Contact us:

%%StoreName%%

%%StoreAddress%%

phone: %%PhoneNumber%%

email: %%EmailAddress%%

url: %%BookstoreURL%%

store: %%StoreNumber%%

Your Patron ID: %%PatronId%%

Notice ID: %%NoticeID%%

Rental Agreement:

View your [rental agreement](#)

Temporary Rental Agreement Password

%%PatronPIN%%

Please do not reply to this email.

RENTAL CHECK-IN

Hello %%FName%%,

This is an email to confirm that you have started or completed the rental return process.

If you have returned your rental in-store, no further action is needed.

If you created a shipping label online, you still need to ship your rental titles back. To avoid late fees please ensure you drop off your shipment or **have it postmarked by your rental due date.**

Below are the textbooks to be included in your return shipment.

Thank you,

%%StoreName%%

Titles Rented

%%SKUCADesc%%