



## **AP 6900      CAMPUS STORE**

### **Reference:**

Education Code Section 81676

### **Board Authorization**

The Campus Store is authorized by action of the Board of Trustees in accordance with the Education Code Section 81676. All business transactions are subject to audit by the District.

### **Funding for Educational Programs**

Net proceeds from the operation of the Campus Store shall be used for the general benefit of the District's educational programs.

### **Buyback of Textbooks**

During the first and last weeks of each semester, the Campus Store will provide a book buy-back for students paying them 50% of their cost for new or used textbooks to be used the following semester. Otherwise, the contracted used book buyer may purchase books at a reduced price. A perpetual buyback is also available, subject to the same terms. Some restrictions apply to buyback and neither the Campus Store nor the used book dealer can guarantee the buyback of any text.

### **Purchases**

The Campus Store accepts cash, valid credit cards and debit cards.

### **Textbook Refunds**

Refunds will be issued only during the first 14 calendar days of the fall and spring semesters and the first 7 calendar days of the summer sessions.

- A valid cash register receipt and valid SBCC student ID must be presented at the time a refund is requested.
- Full refund on new books will be given only if books have not been written in, underlined, erased, or damaged in any way. Packaged bundles must include all components.

### **Electronics Returns**

Unopened computer software, electronics, and accessories can be returned for a refund 14 calendar days from the date of purchase when accompanied by a Campus Store receipt.

### **Merchandise Returns**

Refunds for general merchandise will be issued within 30 calendar days from the date of purchase when accompanied by a Campus Store receipt. Merchandise must be in the original condition with price tags attached. General merchandise includes office/school supplies, clothing, gifts, and art supplies.



**Review/desk copies**

Desk copies will be made available to faculty members by the Campus Store under the following conditions:

- Faculty are required to purchase a desk copy from the Campus Store at the full retail price.
- Once the faculty member receives his/her desk copy from the publisher, he/she can receive a full refund for the book previously purchased.
- Replacement copies must be returned in new condition without marks, smudges, or obvious wear. Any book stamped "COMPLIMENTARY" or "Professional Review Copy" will not be acceptable as a replacement.

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**Date Approved:** July 22, 2015

*(This procedure replaces current SBCC AP 6900)*