



2022 FALL TERM PRIVATE SCHOOL DUAL ENROLLMENT INSTRUCTIONAL MATERIALS AGREEMENT

Textbook Distribution Window: Thursday, August 11, 2022 through Friday, August 19, 2022

Eastern Florida State College agrees to loan required instructional materials to private school students under the terms of this Agreement. As a condition for receiving these materials, the parent of this student agrees to email the signed agreement as a PDF attachment within the first week of the 2022 fall term to: studentaccounts@easternflorida.edu

1. Private school students must pick up dual enrollment instructional materials for any 2022 Fall Term class (16-week, 12-week, and 8-week) during the EFSC Private School Textbook Distribution Window that begins **Thursday, August 11 and ends Friday, August 19**. This is the only time free instructional materials will be available.
2. Students must present their EFSC Student ID and B Number *IN PERSON* to obtain EFSC-provided instructional materials. EFSC will provide only **“required”** materials for a class, not “recommended” items. Students are responsible for the purchase of **required personal tools**, such as lab coats, goggles, and calculators.
3. Students will be provided the least expensive format for instructional materials when placing their order. **If a textbook rental is the least expensive option, a credit card from the student/parent will be required for the rental to be processed.** Credit cards are charged *only* if the rental is not returned on the date provided.
4. **The Fall Term Textbook RETURN Window is Monday, December 5, 2022 – Monday, December 12, 2022.** Students must return loaned materials in acceptable condition during the Fall Term Textbook Return Window. To ensure that their account is properly credited, students are reminded to notify the Bookstore employee that they are private school students returning loaned materials. The College will charge students the full cost of replacing damaged items or late returns.
5. The Bookstore will not refund certain items such as unwrapped loose-leaf books or activated eBooks. **Students should NOT open or activate these materials until they are certain they will remain in the class.** It is the responsibility of each student to find out from the Bookstore which instructional items cannot be returned for refund.
6. Students who “drop” a class must return loaned materials to the Bookstore within 30 days from the first day of the term. If the item is not returned by this deadline, or if the item is deemed nonrefundable by the Bookstore, students will be responsible for the full cost of the materials.
7. Students with textbook charges on their account may not register for the subsequent term until payment is made to EFSC. If a student has already registered for the subsequent term, the student will be dropped from his/her classes. A graduation/transcript hold will also be placed on the account.
8. Students taking a class through the Early College Credit Option (ECCO) will be responsible for providing their own instructional materials.

My signature indicates that I have read, understand, and agree to the stipulations in this Agreement.

_____	_____	B00 _____
Student Signature	Date	Student ID Number (REQUIRED)
_____	_____	_____
Parent Signature	Date	Name of Private School