



# TEXTBOOK RENTAL AGREEMENT

(Please print legibly; all information must be complete)

MMC Student ID# \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_@mail.martinmethodist.edu

Please read the following terms of the rental agreement and initial each line.

- I am at least 18 years of age, currently enrolled as a student at Martin Methodist College, and am entering this agreement of my own free will. (Initial: \_\_\_\_)
- I understand that the books rented to me are the property of Martin Methodist College. (Initial: \_\_\_\_)
- **Conditions upon Return.** The student accepts the responsibility to use the book and return it to the Martin Methodist College Bookstore in saleable condition. Saleable condition means the spine of the book is intact, there is no damage to the book, and all component parts of the book are present. Water damage, fire damage, excessive tears, and missing pages constitute an unsalable book. The student is responsible for any loss or theft of the rented materials. *Limited writing and highlighting is permitted in rented materials.* (Initial: \_\_\_\_)
- **Credit Card as Security.** Rental transactions must be secured with a major credit or debit card with an expiration date at least 30 days past the rental due date. The student will not cancel or exceed the purchasing limit of the credit card used to secure the rental until the rented materials are either returned to the Martin Methodist College Bookstore by the due date in saleable condition or the non-return fees are paid. (Initial: \_\_\_\_)
- **Charges to Student Account.** If for some reason the card used to secure the rental is declined, the replacement fee will be charged to the student's Martin Methodist College student account. When the fee is charged to the student's account, the student's records will be placed on hold until the fee is paid in the college's business office. (Initial: \_\_\_\_)
- **Due Date.** Rented materials for day students are due by 4:00PM the last day of finals of the semester that the rental occurred. Night students must return their rented materials by 4:00PM the day following the last day of class. The exact due date is listed below and on your register receipt. **The Martin Methodist College Bookstore is not responsible for reminding the student of any due dates.** (Initial: \_\_\_\_)
- **Failure to Return.** If the student fails to return the Rented Materials by the due date, or returns them in unsalable condition, The student authorizes the Martin Methodist College Bookstore to charge the following non-return fees to the credit / debit card used to secure the rental: (1) **100%** of the new book price plus (2) a processing fee of **10%** of new book price. New book price is based on the new book price at the time of rental. Once the Non-return Fees have been paid with respect to the rented materials, the rented materials will belong to the student. (Initial: \_\_\_\_)
- **Schedule Changes:** Rented materials must be returned within 2 business days after a course is dropped. Book rentals are non-transferable. In the event that another book needs to be rented after a schedule change, a separate rental fee must be paid for that book. (Initial: \_\_\_\_)
- **Absolutely No Refunds or Exchanges on any rented materials.** (Initial: \_\_\_\_)

I, (the student,) certify that I have read, understand, and accept the aforementioned terms of this agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

To be filled out by Bookstore Associate:

**Rental Due Date:** \_\_\_\_\_

**Books Rented:** \_\_\_\_\_

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