

Clayton State University

DUAL ENROLLMENT "LOAN" AGREEMENT FALL 2023

In order to avoid a late/damaged fee and/or a "registration hold" (which would result in a student not being able to register for upcoming semesters nor receive grades for the semester of the "loan"), all loaned books must be returned to the Loch Shop on or before **December 11, 2023** for the FALL 2023 term.

The DUAL ENROLLMENT book award covers course materials REQUIRED by the professor. Any OPTIONAL materials must be purchased by the student.

DUAL ENROLLMENT TEXTBOOK LOAN TERMS:

1. Recipient of **loaned** textbook(s) must be either 1) 18 years of age or older, 2) If under 18 years of age, the recipient's parent or legal guardian must sign this loan agreement prior to the student receiving the loaned text book. This agreement is available via the web at (<https://www.clayton.edu/aux-services/the-loch-shop/>). The parent or legal guardian then becomes responsible for the return of the loaned textbook(s). **NO ONE WILL BE LOANED A BOOK WITHOUT A SIGNED AGREEMENT.**
2. I understand that I am taking part in a loan program. My **loaned** textbooks shall remain the property of the University and must be returned to the Loch Shop. I understand that I may not lose, damage, sell, or give away my loaned textbooks, and that I must return them to the Loch Shop as outlined below. If the loaned physical print books are not returned, are returned in damaged condition, or are returned past **the deadline of December 11, 2023**, I am, or, if under 18, my parent/legal guardian are responsible for late/damage/lost fees and may be subject to a registration hold which results in me (or the student) not being able to register for forthcoming classes nor receiving grades until the late/damage/lost fee is paid in full. I understand the late/damage/lost fee is equal to the retail cost of the book, and it is the responsibility of the student recipient or parent/legal guardian to pay these fees.
3. Loaned textbooks may be new, used, or digital e-books and the condition of the books may vary. If there is any question as to the loaned textbook condition, the Loch Shop must be contacted within one business day of receipt of the textbook. If informed of the concern, the Loch Shop will provide a different copy of the loaned textbook.
4. **Please note** these special instructions for **sequential courses**:
 - If you are in a sequential course and the sequential course is using the same physical print book, you must return the book by the deadline of **December 11, 2023** and be reissued the book for the next course.
 - If you are in a sequential course and the sequential course is using the same e-book with a one-year activation period, **you will need to reuse the same login credentials for both courses**. Otherwise, if you create a new log in, you will lose your previous data. You do not need to return the physical packaging for any access codes you may have issued, only printed materials.
5. Loaned items for FALL term can be mailed in, but **must** arrive to the Loch Shop by **December 11, 2023**. Any damages that might occur during shipping are the responsibility of the student who was loaned the textbook at the beginning of the semester. The Loch Shop is not responsible for mailed books received late or books damaged during shipment. You should allow 5-7 business days for shipping your textbooks back to the Loch Shop.
6. I understand my **loaned** textbook return must include any study guides, workbooks, and other component parts that may be a part of the loaned textbook(s) or textbook package(s). Not all books come with these items. If the return of a loaned textbook is missing any components, the remaining components of the loaned book, as property of the University, will be accepted back but the full package will be considered unsuitable for future DUAL ENROLLMENT use due to missing parts and the late/damage/lost fee will be charged for the loaned textbook(s).
7. I understand I must return the **loaned** textbook(s) in good and salable condition as determined by the Loch Shop staff. Very limited highlighting and writing are acceptable, generally no more than 20% of a complete text. A loaned textbook is considered not in salable condition if, for example, it is damaged by liquids (rain, snow, beverages, and anything that causes liquid damage), fire, chemical spills, tooth marks (rodents, pets, etc.) spine damage, cover damage, and other damage as determined by Loch Shop staff, or if there are any missing component parts (CDs, workbooks, etc.). I understand that I am the responsible party for risk of loss from any cause, including theft or lost items. If the item when returned is deemed to be in unsalable condition, the loaned book, as property of the University, will be accepted back as damaged and the late/damage/lost fee will be charged.
8. I understand that if the recipient of the **loaned** books drops a class, the loaned textbook(s) for the dropped class must be returned to the Loch Shop within one week of dropping the class. If the loaned books for the dropped class

aren't returned within one week, I understand that I will be fully responsible for the late/damaged/lost fees.

I understand and acknowledge that I accept these terms by signing this form. I authorize the Loch Shop to charge my student account used to guarantee my loaned textbooks(s) for the full amount of the late/damage/lost fee. I authorize the Loch Shop to put a registration hold on the student account of the recipient of the loan until payment of late/damage/lost fees is made.

Student Name: _____

LakerID: _____

Student cell phone number: _____

Student email address: _____

* I agree to receive text message reminders that my books are due. Normal carrier charges will apply.

Student Signature: _____ Date: _____

Parent/Legal Guardian signature: _____ Date: _____
(If student is under 18)

Parent/Legal Guardian phone number: _____

Parent/Legal Guardian email address: _____