

Clayton State University

DUAL ENROLLMENT "LOAN" AGREEMENT FALL 2019

NOTE: All **loaned** textbooks and materials remain the property of Clayton State University and are subject to the terms and conditions outlined below. At no point does Clayton State University transfer ownership to the recipient of the loaned book. All Dual Enrollment students are expected to return their loaned textbooks, including any ancillary items that may be included, to the Loch Shop at the end of each semester. 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 5 pm (EST) on December 9, 2019 for the Fall 2019 term.

The University provides DUAL ENROLLMENT course materials listed as "REQUIRED" by the professor. Any "OPTIONAL" or "SUGGESTED" materials must be purchased by the student.

**Please Note: Students receiving freely loaned textbooks must pick them up in a timely manner.**

DUAL ENROLLMENT TEXTBOOK LOAN TERMS:

1. Recipient of **loaned** textbook(s) must be either 1) 18 years of age or older, have government issued ID and LakerCard, and a copy of schedule from the DUCK, 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 ([www.clayton.edu/auxservices/the-loch-shop](http://www.clayton.edu/auxservices/the-loch-shop)), via take-home forms, or at the time of pickup. The parent or legal guardian then becomes responsible for the return of the loaned textbook(s). For those using the take-home form, a hard copy of the signed agreement must accompany the student at the time of pickup. **NO ONE UNDER 18 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 5 pm on December 9, 2019, 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 \$75 or the retail cost of the book less \$75, whichever is less, and it is the responsibility of the student recipient or parent/legal guardian to pay these fees.
3. I understand that I am being **loaned** the textbook(s) I am receiving. 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, this issue must be resolved at the time of pickup. Upon pickup, if informed of the concern, the Loch Shop will provide a different copy of the loaned textbook at that time.
4. I understand that I must return the **loaned** physical print book(s) to the Loch Shop by 5 pm on December 9, 2019. **Please note** these special instructions for **sequential courses**:
  - 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. Students will need to sign a new agreement and the textbook will be loaned again to students taking the sequential class the following semester. Loaned items may be mailed in, but **must** arrive to the Loch Shop by that same deadline. 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. These loaned books remain the property of the University and I will be charged the late/damage/lost fee.
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 I fail to return the **loaned** textbook(s) by the due date of 5 pm on December 9, 2019, my loaned items will not be accepted back as an on-time loan return and the late/damage/lost fee will be charged. **I authorize the University 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 University to put a registration hold on the student account of the recipient of the loan until payment of late/damage/lost fees is made.**
9. I understand that if the recipient of the **loaned** books drops a class during the official Clayton State University drop/add period, the loaned textbook(s) for the dropped class must be returned to the Loch Shop by 2 pm on August 15, 2019. If the loaned books for the dropped class aren't returned by the date/time above, I understand that I will be fully responsible for the late/damaged/lost fees.
10. I understand that if I am allowed to drop or add a class after the official Clayton State drop/add period, I will need a note from the advisor who allowed the drop or add. I will then have three business days (M – F) to bring back the loaned book and/or pick up the newly needed loaned book.
11. I understand that if the recipient of the **loaned** textbook(s) drops a class after the official drop/add period, the loaned textbooks(s) for that dropped class must still be returned to the Loch Shop by 2 pm on August 15, 2019. Failure to do so will result in the late/damage/lost fee being charged and a student hold may be placed on the student account.
12. I understand and acknowledge that I accept the condition of the loaned item(s) as in good and salable condition by signing this form.

Student Name: \_\_\_\_\_

LakerID: \_\_\_\_\_

Student cell phone number: \_\_\_\_\_

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

Student email address: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If student is under 18)

Parent/Legal Guardian phone number: \_\_\_\_\_

Parent/Legal Guardian email address: \_\_\_\_\_