

RENTAL AGREEMENT

As a registered student at **Alexandria Technical and Community College**, I choose to enter into an agreement with the **ATCC Foundation Bookstore** to **rent** textbook(s) according to the following terms and conditions.

1. I understand that book(s) are rented for the current term only and may not be extended to another term.
2. I am renting and in possession of the rental book(s) shown on the receipt, or
3. I have requested my order be mailed and understand that I am responsible for those book(s) upon the store's delivery of the package(s) to the freight carrier.
4. I understand that the return policies of the store also apply to rented material.
5. I acknowledge that the book(s), whether new or used, are in good condition.
6. I authorize ATCC Foundation Bookstore to secure my credit or debit card information on file until my7 rented materials have been returned or billed.
7. I am responsible for risk of loss from any cause, including theft, lost item(s), or return in non-resalable condition including, but not limited to, damage caused by liquids, smoke or fire, chemical spills, missing, torn, or loose components, odors, excessive writing or highlighting, or spine or cover damage.
8. The rental book due date is defined as on or before two business day following the last day of the semester.
9. I understand if I fail to return rented book(s) by the due date I will be charged for replacement price. Replacement cost will be calculated as the current new book retail price at the time of billing.
10. I will return the book, CD, and all other components included with the book in resalable condition as described above or be billed for replacement price.
11. I understand I will be billed for rented material returned in damaged or non-resalable condition as deemed by the bookstore staff.
12. If I ship my return, it must be received at the bookstore no later than the return due date with trackable shipping prepaid.
13. I authorize the ATCC Foundation Bookstore to charge replacement cost for conditions stated above to the debit/credit card secured on file or to my student account.
14. I will not exceed the limit or cancel the debit/credit card on file until all rented materials are either returned to the bookstore or the charges indicated above are paid in full.
15. I understand that any charges billed to my student account are subject to the college collection process.
16. I understand that once I have been billed by the store no refund will be issued.
17. I understand that ATCC Foundation Bookstore has the right to suspend or terminate my rental account, or block or cancel future rental orders as a result of prior unreturned or damaged rental materials.
18. I understand that reminders and notices will be sent to me at my ATCC assigned e-mail address.

I fully understand and agree to all of the terms stated in this Rental Agreement and have received a copy of this Rental Agreement.