TEXTBOOK RENTAL APPEAL FORM

STUDENT INFORMATION SECTION -REQUIRED*

*Student Name: ____________________________  *S0#: ______________________

*Address: _____________________________  *email: __________________________

*City, State, Zip ________________________________

*Phone: ___________________________

NOT RETURNED TEXTBOOK INFORMATION-ALL FIELDS MUST BE FILLED IN TO BE CONSIDERED

*When were these books due originally?  *Where did you pick up your books?  *Did you take your finals?  *Was this for an Incomplete? Yes/No  If yes, please list the instructors name(s)

Semester | Year | Yes | No
---|---|---|---

THE APPEAL PROCESS

We understand that emergencies happen; if you were unable to return your rented textbooks due to reasons beyond your control, you have the option to appeal the charges.

- Textbooks must be in satisfactory condition to be considered eligible.
- Book charges not paid are subject to late fines from the University and are charged to the students account.
- Your account must be paid in full at the cashier’s office to avoid any disruption to your University account.
- Make sure you provide current contact information.
- Please provide ALL documentation to support your appeal.
- Once a decision has been made, you will be contacted by Textbook Rental with the decision; whether your appeal was accepted or denied.
- If your appeal is *accepted*, you will need to return your books by the date requested and the book charges to your account will be reversed and your original rental fee will remain.
- If your appeal is *denied*, you will be notified, however those books are yours to sell or keep.
- Students who file an appeal regarding textbook charges can only do so within one calendar year from the date of the charges.

DIRECTIONS

- **DO NOT SEND BOOKS BACK UNTIL INSTRUCTED TO DO SO!**
- Print this form off and fill out the required sections.
- Please attach any documentation that will support the reason why you were unable to return your books by the due date.
- Composing and attaching a brief explanation of why you could not return your books on time is **required**.
- Mail the completed appeal form with the necessary documentation to the address below or scan and email it to Rentabook@semo.edu

Textbook Rental
One University Plaza MS2020
Cape Girardeau, MO 63701
Attn: Textbook Rental Appeals

OFFICE USE ONLY:

<table>
<thead>
<tr>
<th>DATE RECEIVED:</th>
<th>ACCEPTED:</th>
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</thead>
<tbody>
<tr>
<td>NUMBER OF BOOKS:</td>
<td>DENIED:</td>
</tr>
<tr>
<td>DOLLAR AMOUNT:</td>
<td>DATE CONTACTED:</td>
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<tr>
<td>NOTES:</td>
<td></td>
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