

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:

DATE RECEIVED:		ACCEPTED:	
NUMBER OF BOOKS:		DENIED:	
DOLLAR AMOUNT:		DATE CONTACTED:	

NOTES: _____