

# **ENVM – Fall 2017**

**The University of Findlay**

**Bookstore 301 Davis Street**

**Findlay, OH 45840**

**Phone: 419-434-4561**

**Fax: 419-434-6553**

## **ENVM Rental Agreement Form**

As a currently enrolled ENVM student at the University you have chosen to enter into an agreement with the Bookstore to rent a SINGLE copy of the TEXT required for your class(es). This loan agreement is for the current SEMESTER (Fall 2017) only.

FINAL RETURN DATE: on or before **December 21<sup>st</sup>, 2017**.

1. You agree to return the books in clean, lightly marked and fully resalable condition (limited yellow highlighting permitted, please no writing etc) on or before the rental due date. (**December 21<sup>st</sup>, 2017** Books damaged beyond normal usage (i.e. No liquid damage of any kind, excessive highlighting, writing in the margins, etc) will be non-returnable and charged to your student account. Books must be free of all liquid damage.
2. You agree that your student account will be charge the amount of a new replacement textbook if the rental books are not returned by the due date, or damaged and/or deemed unusable by the Bookstore Staff.
3. Checked out items with defects may be exchanged within 3 days.
4. Current Schedule and student ID card is required at the time of rental.
5. Outstanding rental will be billed at new retail price of the replacement book and sent to collections after 30 days.
6. No Books will be rented to anyone with outstanding costs not paid from previous rentals or any bad check written to the University.
7. Student is responsible for all shipping charges as well as any supplemental material such as software, or access codes, that the class requires.
8. Tuition and fees must be paid in full, or an official payment plan is required, to participate in the MBA free rental program

\_\_\_\_\_ (**please initial**) **I understand that the book(s) must be returned (or post marked) to the UF Bookstore no later than December 21<sup>st</sup>, 2017.** in clean, usable condition. If the book if not returned, damaged, lost, or returned in unusable condition, I will be charged the replacement fee on my bursar account.

I understand AND agree to the terms and conditions of this contract:

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Printed Name & School ID#

\_\_\_\_\_  
E-mail Address & Phone Number

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Ship to address: \_\_\_\_\_  
(No P.O. boxes)

(Books are sent UPS) Check one: \_\_\_\_\_ work address \_\_\_\_\_ home address

Daytime phone: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

DEPARTMENT	COURSE #	SECTION #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please designate form of payment for shipping**  
**Payment (circle one):    Credit Card    Financial Aid (voucher)\***

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_  
Exp: \_\_\_\_/\_\_\_\_ CVV2# \_\_\_\_\_

Card holder/Voucher Signature (required) \_\_\_\_\_

***\*Please include a copy of your driver's license for verification purposes. Thank you.***

***\*If using financial aid please call the Business Office at 419-434-4690 and request an electronic voucher be sent to the bookstore to avoid processing delays.***

**We will only accept this form if it is faxed or mailed to the University Bookstore. Please do NOT email this form as email is not a secure form of transmitting credit card information.**