

# DUAL ENROLLMENT PROGRAM GUIDELINES

## INSTRUCTIONAL MATERIALS ACQUISITION / RETURN

### STUDENT RESPONSIBILITIES

With your completed Dual Enrollment Program Voucher (PBSD 1277), you will be responsible for acquiring your books from one of the BOOKSMART locations. There are three locations, Palm Beach Gardens, 775-3992, Lake Worth, 964-0023, and Boca Raton, 394-6085, near the campuses.

At BOOKSMART, students should:

1. Present your voucher and schedule at BOOKSMART. You will then be given the books required for your course. ONLY BOOKS REQUIRED BY YOUR PARTICULAR INSTRUCTOR WILL BE PAID FOR BY THE SCHOOL BOARD. IT WILL BE YOUR CHOICE TO PURCHASE NON-REQUIRED STUDY GUIDES, NOTES, ONLINE RESOURCES, ETC.
2. The PINK copy of your voucher will be given back to you. This copy should be returned to your guidance counselor the next available school day. The WHITE and YELLOW copies will be retained by BOOKSMART.
3. At the END OF THE TERM, STUDENTS ARE RESPONSIBLE FOR RETURNING THEIR NON-CONSUMABLE BOOKS TO BOOKSMART! If you are not sure if your book is consumable get confirmation from Booksmart.

RETURN: Books are to be returned to a BOOKSMART location. See the above phone numbers to call for information. Books may be returned from the very beginning of the BUYBACK period to 5 days after the term ends. All books must be returned no later than 5 days after the term has officially ended. **NOT RETURNING BOOKS WITHIN 5 DAYS OF THE TERM ENDING MAY RESULT IN BEING CHARGED FOR THE BOOK(S).**

1. Have your STUDENT I.D. NUMBER ready. TELL the cashier you are a Dual Enrollment Student. **Be sure your name is spelled correctly** when they input it in the computer. The return lists will be printed out by student names so we can identify Dual Enrollment Students and track what school to advise of your book return. Any students not listed as returning their books will be put on the obligation list for their school.
2. You will receive two receipts from the cashier for the return of your book. Return one copy of the receipt to your guidance counselor. KEEP THE OTHER COPY FOR YOURSELF. This is your record of the return. You may need it at the end of the year to clear any textbook obligations.

### DROPPED COURSES:

Students that have withdrawn from a class must RETURN textbooks by the add/drop date deadline if already purchased.

Students returning textbooks after the add/drop date for return will be responsible for the original purchase price of the textbook(s).

It is the **student's responsibility** to ensure they notify BookSmart that these texts are for full refund due to dropping a course. Students should ensure that the return receipt they received states the original purchase price of the text.