



Antelope Valley College Books H.E.L.P. Program

Terms and Conditions

Students receiving assistance from Books H.E.L.P. Program, must carefully read and agree to the following Terms and Conditions. Once read and understood, the student may proceed to check-out the loaned book(s) for this term.

1. **ALL** textbooks **MUST** be returned by the scheduled appointment time at the end of your class or there will be a **\$25 fine per textbook**. You will be notified by AVC email of the appointment time/location.
2. Textbooks are to be returned in the designated drop-off location. Fines for late books should be paid at the Student Equity office SSV 180.
3. If textbooks are not returned within one week of your scheduled appointment, you could be charged the full cost of replacing each late book. A hold can be placed on your college record and you may not be able to register for any future terms nor be issued any additional textbooks until this is cleared.
4. If borrowed textbook is lost, stolen, or damaged you are fully responsible for the replacement costs of the book. The Books H.E.L.P. Program will determine whether a book is damaged. No highlighting or writing in the borrowed textbook is permitted.
5. If you drop a course, textbooks must be returned immediately. E-mail bookshelp@avc.edu for return location.
6. After the end of each semester a mandatory survey will be distributed to participating students. Please complete the electronic survey in a timely manner.
7. You must follow these guidelines (i.e., returning borrowed material) and abide by Student Code of Conduct or you may be at risk of becoming restricted or ineligible to participate in the program.

ACCESS CODES:

1. If you withdraw or are dropped from a class, you are responsible to notify the Books H.E.L.P. Program and return the unused access code.
2. If you withdraw or are dropped from a class and have **activated** the access code, you are responsible to notify the Books H.E.L.P. Program and pay **\$100 per activated access code**.
3. If you **DO NOT** notify the Books H.E.L.P. Program that you withdrew or were dropped from a class, you will be responsible to pay **\$100 for each access code used or unused**. A hold may be placed on your college record and you may not be able to register for any future terms nor be issued any additional textbooks until this is cleared.

Important Information

If you have received Access Codes, Lab Manuals, or Workbooks that cannot be returned the value of the items will be considered as a part of your Financial Aid Packet

Terms and Conditions:

I certify that I have read, understand, and have received a copy the terms of the Books H.E.L.P. Textbook Borrowers Agreement.