



Title IV Financial Aid Recipient Textbook Program Opt-out

Fall 2019, Campbell University introduced the flat-rate Camel Direct Textbook Program to our main campus undergraduate students. The program is being provided in an effort to provide affordable and timely delivery of all textbooks and resources for main campus undergraduate student coursework. The program provides all required textbooks, lab manuals, access codes, and electronic book versions. The program does not include consumables that cannot be returned, such as lab goggles, dissection kits, molecular biology kits, engineering kits, or nursing kits.

In accordance with federal regulations, Campbell University must establish a policy under which an eligible Title IV financial aid recipient may opt-out of the flat-rate Camel Direct Textbook program.

Policy for Title IV Financial Aid Recipients

- Students opting out of the program must opt-out before the last day of late registration, as published on the academic calendar. Students opting out of the program may not re-enter the program during the semester.
- Students electing to opt-out of the program must remit this form in person to the Campbell University Business Office located in the McLeod Admissions and Financial Aid Center on or before the last day of late registration, as published on the academic calendar. Emailed copies of this form will be accepted, If the form is emailed to CUBookRental@campbell.edu from the students CU email address. CU email address will be verified by Business Office staff.
- Students electing to opt-out of the program and have received their books from Campbell University Bookstore through the program are required to return the books to the bookstore within 48 hours of remitting the opt-out form to the Business Office. Students failing to do so will be assessed the full cost of each book to their student account.
- Title IV aid recipients have the option of purchasing books at their own expense. It is the responsibility of the student to purchase all required books for the program should they opt-out of the program.
- It is the student's responsibility to review the book list on our website and confirm the title and ISBN number for the current book being used for the course with their instructor, as editions can change frequently.
- Students will be charged the flat-rate fee upon enrollment. Upon receiving official notice that a student wishes to opt-out of the program, the fee will be credited within 10 business days. It will then be understood that the University is no longer responsible for issuing textbooks to the student.



**Title IV Financial Aid Recipient
Textbook Program Opt-out**

This form must be submitted on or before the last day of late registration, as presented on the academic calendar. This form is valid for the semester in which it is submitted. Please submit the completed form to the Business Office on or before Wednesday, January 8, 2020 (spring 2020 semester). For students completing late registration, the opt-out form must be submitted no later than 2 business days after registering.

Student ID Number: _____

I, _____, wish to opt-out of the Camel Direct Textbook Program and purchase my own textbooks from a third party for the _____ semester. (i.e. Spring 2020)

I further understand that: (*initial each item below or opt-out will not be processed*)

	It is my responsibility to ensure I am using the correct edition as required by my instructor.
	It is my responsibility to ensure I have a book at the beginning of each class.
	If I fail to obtain the proper textbook prior to the beginning of my class, my grade could suffer due to the inability to read or complete required textbooks assignments. It is not the responsibility of Campbell University faculty or staff to provide extenuating accommodations for me.
	It is my responsibility to ensure I have all textbook supplements that may be used in class.
	I have had the opportunity to have all my questions addressed by a school official.
	I understand that if I have obtained my books through the Camel Direct Textbook Program, I am required to return the books to the bookstore within 48 hours of this request, or a charge for the cost of the books will be assessed to my student account.

By signing this form, I understand that as a qualified Title IV financial aid recipient, I am opting out of the privilege of having the flat rate textbook fee charged to my student account and this choice is final for the semester indicated on this form. I understand that I will not be able to transfer credit balance financial aid (Book Bucks) to purchase books at the Campbell University bookstore.

Student Signature: _____ Date: _____

CU Official Signature: _____ Date: _____

Section below to be completed by CU Official.

The CU Title IV Financial Aid Recipient Textbook Program Opt-out Form has been remitted to the Business Office. (Staff should initial appropriate line, if delivered in person. Emailed submissions should be imaged into OnBase and attached to the student file.)

	In person by the student. The student ID was presented and has been verified.
	Via CUBookRental@campbell.edu. Student's CU email address and student ID have been verified.