

830.2 - Bookstore Refund

Purpose:

It shall be the operational procedure of Bismarck State College to have regulations governing book and supply refunds in the college Bookstore.

Procedure:

Limits and Regulations:

1. The original receipt and Student ID is required, and the books/supplies must be in their **ORIGINAL CONDITION** to receive a refund.
2. Receipts may be reprinted. A fee of \$3.00 per receipt will occur.
3. Books/supplies may be returned for a full refund during the first seven class days of the semester **ONLY** if accompanied by the cash register receipt, student ID and the book/supply is in its original condition.
4. Electronics supplies/kits are non-returnable.
5. Art supplies/kits may be returned if complete and unused.
6. Books originally wrapped in plastic that have had their plastic removed but are not used (all materials are enclosed from original purchase and are intact) may be returned. However, a \$3.00 charge will occur to shrink-wrap the book.
7. Defective books will be replaced by a comparable book at no charge to the student with the original receipt and student ID.
8. The books for rolling start date classes may be returned by close of business on the day class starts. Once the class has started, no returns will be accepted.
9. Cash and check purchases will be credited to the student's accounts. If there is no balance due to BSC the student will receive their refund utilizing Nelnet. Student will contact Student Finance directly to select refund preference.
10. Cash purchases may be returned for cash only on the same day.
11. Credit card purchases will be credited to the respective credit card.

History of This Procedure:

First procedure draft November 1, 1990.

Revisions - October 22, 1991; July 29, 1992; November 24, 1992; August 24, 1993; June 21,



BISMARCK
STATE COLLEGE

**North Dakota's
Polytechnic Institution**

// OPERATIONAL PROCEDURE //

1995; July 1, 1998; April 23, 2008; reviewed by the Operations Council on February 12, 2014
and approved by the Executive Council on March 6, 201

Changed to Operational Procedure and approved by Doug Jensen on October 13, 2023