

NCCC TICONDEROGA CAMPUS Textbook Prepack Order Form



Ticonderoga Campus Students who submit a completed Textbook Prepack Form to the Saranac Lake Store by 3:00pm on Fri. August 7, 2020 will receive free shipping on their order. Students whose Prepack Forms are received after Fri. Aug. 7, 2020 will be responsible for payment of UPS shipping charges. Prepacks will be shipped to home address or may be picked up at the Saranac Lake Bookstore beginning Monday, August 17th if payment has been completed.

Please check this box if you are currently in the NURSING PN or ADN Program / Nursing ONLY Sales & Pick-up Begins Monday, August 10, 2020

BOOK SALES POLICY: All Textbook Sales are Final

Books from Course Cancellations or Dropped Courses are 100% refundable if the following criteria are met: Returned during the Record's Office allowed "Add/Drop Week" at the beginning of the semester (Always the First week of the semester classes + 1 one day + labor day) = Aug. 31-Sept. 8, 2020 Returned "As Sold" (if sold in shrink-wrap, must return w/shrink-wrap fully intact). Returned with Official Completed/Signed "Drop" Slip from the Record's Office. Returned with the Original Sales Receipt. If purchased with Credit Card, must have Original Credit Card of Purchase for Refund. If purchased with Cash or Personal Check, a Check Refund will be mailed directly to the address on file once the original funds have cleared (4-6 weeks). There are no exceptions to the policy and no returns after the Sept. 8, 2020 date.

ALL FIELDS WITH AN * ARE REQUIRED FOR COMPLETION:

Ti Campus students receive Free Shipping when your Prepack Form is received in the Saranac Lake Bookstore by 3pm Friday, August 7, 2020

(Please Check One) Pick-up in Store In-store pick-up ~ Aug. 17th - Aug. 31st (PN and ADN Programs Pick-up begins August 10th) Ship UPS to Home Address / Shipping Charges are Additional** * UPS shipping charges additional if form received after August 7, 2020

PLEASE PRINT CLEARLY & COMPLETE IN ENTIRETY:

Date: Contact Phone #: Email: Name (First, MI, Last): Student ID # Residential Mailing Address (No PO Box): (Street Name and #) (Town, Village, City) (State) (Zip Code)

LIST ALL COURSES YOU ARE REQUESTING TEXTBOOKS FOR:

Check all that Apply -> New: Used (if available): Rental (if available):

Please specify by Course Number & Section (i.e., ENG101B) according to your most current course schedule:

Table with 6 columns: Course Code w/Number*, Section Letter*, Course Code w/Number*, Section Letter*, Course Code w/Number*, Section Letter*. Rows for Course 1 through Course 6.

PLEASE SELECT PAYMENT OPTION AND SIGN IF REQUIRED:

Charge My Financial Aid Book Deferment Authorization Signature:

**Signing above authorizes the NCCCA College Store to charge payment of the Prepack to the student's Financial Aid Book Deferment (includes shipping charge if applicable) It is the Student's responsibility to confirm availability of Financial Aid Book Deferment with the NCCC Business Office. Pick up/Shipping will be delayed until the NCCCA College Store receives notification from the Business Office of the Financial Aid Book Deferment amount.

I Will Pay by Cash, Check or Credit Card at time of In-Store Pick Up

Charge my Credit Card - Enter Credit Card information below when using shipping option

Card type: Visa MasterCard Discover Name on card: Exp. Date: Card # (16 digits): CVV# Signature:

COMPLETE AUTHORIZATION BOX BELOW:

* By checking the box to the left and signing below, I accept the Terms & Conditions of this agreement as specified above between myself and the NCCCA College Store. All information is true to my knowledge. I understand if I do not complete all required fields as marked, my order will not be fulfilled. I do understand that if I have checked Financial Aid Payment, I must contact the NCCC Business Office to ensure the NCCCA College Store is notified of the Financial Aid Deferment amount prior to my order being fulfilled. If Financial Aid Funds are not awarded/received, I am legally responsible for payment in full or I will not receive my books.

*Signature: Date:

FA20 Book Sales, Rental, and Book Deferment Period is August 17th through September 18th, 2020

Return Completed Textbook Prepack Form by August 7th, 2020 to the NCCCA Campus Store email to collegestoremain@nccc.edu, fax to 518-891-8494 or mail to NCCCA College Bookstore, PO Box 89, Saranac Lake NY 12983 Questions please phone the Saranac Lake store at 518- 354-5170