



SP19 NCCC SARANAC LAKE & MALONE CAMPUS Prepack Order Form

All Prepack Forms must be submitted to the NCCCA College Store by 3:00pm Fri. Jan. 11, 2019. Prepacks may be picked up and payment made January 7th through 22nd. Prepacks that are not picked up and payment made by 4pm Tuesday, January 22, 2019 will be returned to stock.

Book Sales Period is January 7th through February 8th

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 additional day) = Jan. 29, 2019.

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 home address on file once the original funds have cleared (4-6 weeks). There are no exceptions to the policy and no returns after the January 29, 2019 date.

Please print clearly. All fields with an * are required for completion.

*Date: _____ *Contact Phone #: (_____) _____ *Email: _____

*Name (First, MI, Last): _____

*Residential Mailing Address (No PO Box): _____ (street)

(town) _____ (State) _____ (Zip Code) _____

*Attending campus (please circle one): **ML** **SL**

*Pick-up or ship (Please circle one): **Pick up In Store** **Ship UPS to Home Address Shipping Charges Additional **** **** UPS shipping charges based on package weight.**

Textbooks Requested and Payment Method Information:

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:

	<i>Course Code w/Number*</i>	<i>Section Letter*</i>		<i>Course Code w/Number*</i>	<i>Section Letter*</i>		<i>Course Code w/Number*</i>	<i>Section Letter*</i>
Course 1 -	_____	_____	Course 2 -	_____	_____	Course 3 -	_____	_____
	<i>Course Code w/Number*</i>	<i>Section Letter*</i>		<i>Course Code w/Number*</i>	<i>Section Letter*</i>		<i>Course Code w/Number*</i>	<i>Section Letter*</i>
Course 4 -	_____	_____	Course 5 -	_____	_____	Course 6 -	_____	_____

Charge My Financial Aid Deferment* ****Authorization Signature:** _____

**Signing above authorizes the NCCCA College store to charge payment of the Prepack to the student's Financial Aid 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 Deferment amount.

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: _____

Dates for in-store pick-up ~ January 7-22, 2019

SP19 Semester begins Tuesday, January 22, 2019

*** By marking this box 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 assure the NCCCA College Store is notified of the Financial Aid Deferment amount prior to my order being fulfilled. If Financial Aids Funds are not awarded/received, I am legally responsible for payment in full or I will not receive my books.**

*Signature: _____ Date: _____

Completed Forms may be returned to the NCCCA Campus Store in person, by emailing to collegestoremain@nccc.edu,

Faxing to 518-891-8494 or mailing to NCCCA College Bookstore PO Box 89 Saranac Lake, NY 12983

Questions please phone the Saranac Lake store at 518- 354-5170

SEE REVERSE