

TEXTBOOK RENTAL AGREEMENT

Below are the terms and conditions of the textbook rental agreement.
By signing the rental receipt, you agree to the terms and conditions.

The Textbook Rental Program allows students attending UMBC (with valid UMBC ID) the opportunity to rent selected textbooks for the duration of the following semester.

Terms of Agreement

1. I am at least 18 years of age and a currently enrolled UMBC student.
2. I am entering this Textbook Rental Agreement (“Agreement”) with the UMBC Bookstore of my own free will.
3. I understand that the materials rented to me are the property of the UMBC Bookstore.
4. I am responsible for the condition of the materials rented. I bear the full responsibility for the return of the rented materials in salable condition and for payment of fees and new book replacement costs if rented materials are lost, stolen, or returned in unsalable condition. Unsalable condition includes damages incurred to the rented material as determined by the UMBC Bookstore staff, including but not limited to torn covers, torn pages, or liquid damage. Limited highlighting and writing in the rented textbook is permitted.
5. I will return the rented materials to the UMBC Bookstore on or before the rental return date. The UMBC Bookstore is not responsible for reminding me of the rental return date and is not responsible for returns shipped to the store via any carrier.
6. If I fail to return the Materials by the rental return date, I understand that a hold will be placed on all University services (ex.- registration and requests for transcripts or diplomas) until such time as I pay all financial debts to the University. Further, I understand that a charge may be placed on my student account for the new Materials replacement costs of any Materials not returned on time or returned in unsalable condition. If my Materials are not returned by the deadline or if I have outstanding charges, I acknowledge and accept that I will not be eligible for the Program for the following semester or until all outstanding fees are paid, whichever is later. I acknowledge that the University’s late fee policy will be followed and that delinquent accounts will be sent to the Central Collection Unit (see back of agreement).
7. Replacement of rental materials (exact duplicate, correct ISBN, title, author, edition, etc. required; only new copies will be accepted as a replacement) will be accepted in lieu of any damaged rental materials on or before the rental return date. Replacements will be accepted with the approval of the UMBC Bookstore Textbook Manager or Assistant Manager.
8. If I drop a course, rented materials must be returned immediately, even if I will be taking the course in a future term. The UMBC Bookstore standard refund policy applies.
9. I understand that I am renting this material for one semester only. If I need the material for future semesters, I must return the book to the UMBC Bookstore by the deadline and re-rent the book depending on availability.
10. I understand that my rental fee is non-refundable for any reason, past the normal returns deadlines for course materials.

11. I have read and fully understand the provisions and the terms of this Agreement as outlined and I agree to adhere to all conditions and terms as stated.

I, _____, am entering into the Textbook Rental
(Print First and Last Names)

Agreement with the UMBC Bookstore. I certify that I have read, understand, and agree to the terms and conditions of the "Agreement."

Signature: _____ Date: _____

Please note that by signing the Rental Receipt provided at the checkout register, you agree to the terms and conditions contained within this Textbook Rental Agreement. A copy of this Agreement is provided to those who rent textbooks from the UMBC Bookstore, and this form does not need to be signed to be in effect.

Accounts assigned to the Central Collection Unit (CCU)

Uncollected debts will be turned over to the Central Collections Unit (CCU). Accounts transferred to CCU will be reported to the credit bureau. CCU will assess a minimum collection charge of 17% of the outstanding debt, plus attorney and court fees, if applicable. The university and CCU reserve the right to make changes in fees and other charges as may be deemed necessary. These fees are the student's responsibility.

Debts incurred during each semester must be satisfied before registration can be completed for a subsequent semester. UMBC will deny requests for transcripts or diplomas pending clearance of all debts. Any refunds or payments due to students will be applied to existing debts first.

A CCU receipt or letter from CCU confirming that accounts are paid in full must be presented to Student Business Services to be cleared for registration or to receive other university services. Confirmation of payment in full can also be faxed to Student Business Services at (410) 455-1821. Once confirmation is received, holds on accounts will be cleared the following day.

Accounts at CCU must be paid at CCU. UMBC does not accept payments on CCU accounts. Checks for accounts at CCU must be made payable to CCU. Accounts at CCU can be paid online, by telephone or in person at 300 West Preston Street in Baltimore.

For questions regarding your account at CCU, please contact Customer Service at 410-767-1220 or email askccu@dbm.state.md.us.