

# CEC Textbook Policy

## On-Campus Students

CEC provides textbooks for all on-campus students. On-campus students receive textbooks from their teachers.

CEC will provide any necessary textbooks to students taking courses on the CEC campus. Students are responsible for the book(s) that have been issued to them. If you fail to return a textbook by the end of the semester, or if you damage or write in a book so that it cannot be re-issued, you will be responsible for reimbursing CEC at the current publisher's cost of the book. A "hold" will be placed on your CEC student account, and no student records will be released until the book is either returned or payment is received in compensation.

## Off-Campus Students

If you are taking classes off-campus at one of our community college partners, you may be reimbursed for textbooks based on the following policy.

- **CEC will only reimburse for required textbooks, access codes, and consumables (lab workbooks, etc.).** Students will need to purchase recommended/optional materials, for example parking permits, lab coats or art supplies, at their own expense.
- If CEC reimburses the cost of a physical book, whether new or used, that book becomes the property of CEC. It must be returned to CEC by the textbook return date in December and May. **Exact dates will be announced in the weekly newsletter.** If you plan to keep a textbook, do not submit for reimbursement.
- Your tuition voucher is used to provide the reimbursement. Your voucher amount will be reduced by the reimbursement amount. It is in your best interest to borrow the book from our lending library or rent, if possible.
- You must prove that the book or material was required by submitting your class syllabus showing the required material. Optional material and textbooks will not be reimbursed.
- You must submit your receipts showing the item purchased and the amount.
- We cannot reimburse for sales tax.
- The reimbursement deadline and online reimbursement form will be published at the beginning of each semester in our weekly newsletter.
- Reimbursement checks are made up to the amount left in your CEC tuition voucher with a maximum reimbursement of \$500.00. Requests for reimbursement made after the determined deadlines for fall and spring will not be approved.
- If you purchase a textbook from a college/university bookstore during the 14 days prior to the course start date, yet you could have rented (because you were registered for the course(s) before this two-week period), CEC WILL ONLY REIMBURSE 50% of the purchase price minus sales tax.

**Need textbooks for your off-campus class?**

**START HERE!**

**Step 1:** Determine the **required** books for your class. Look in your class syllabus and go to your college bookstore website. Links are below.

[ACC](#)

[CCA](#)

[RRCC](#)

[PPCC](#)

[MSU & UCD](#)

Enter your term, the department, and the course into the text fields. Note the 13-digit ISBN# along with the title, author, and edition. Required books AND optional/recommended books will be shown. **CEC will ONLY reimburse you for REQUIRED textbooks.**

**Step 2:** Email Ms. Whitney Holland ([whitney.holland@coloradoearlycolleges.org](mailto:whitney.holland@coloradoearlycolleges.org)) to see if we have your textbooks already in our lending library.

**Step 3:** If we do not have the textbook you need in our library, we recommend going to [directtextbook.com](http://directtextbook.com) to see the options for renting or purchasing a used book (other textbook websites are listed below). We highly recommend you check this website first as they often have rental prices well below those listed at the college bookstores.

Other textbook rental/purchase websites:

[chegg.com](http://chegg.com) • [amazon.com](http://amazon.com) • [bn.com](http://bn.com) • [valorebooks.com](http://valorebooks.com)

Your respective community college website will also have rental and purchase options although you may find their prices are higher. If you rent from one of these sites, you are expected to follow their terms and conditions. CEC will assume no responsibility, financial or otherwise, for books that have been damaged or returned after the due date specified in your rental agreement. Please use your best judgment when renting from these sites and order from the least expensive site. Make sure to select a rental period long enough so that the book will not be due back until AFTER the course ends. If you are unable to find your textbook from one of the above sites, you may seek out other websites or methods to obtain your book. **RENTED TEXTBOOKS MUST BE RETURNED TO THE SITE FROM WHICH THEY WERE RENTED—NOT THE CEC CAMPUS.**

**Step 4:** Submit for reimbursement.

For the fall semester (2022), you may submit your documentation for reimbursement until December 16, 2022. All purchased physical paper textbooks and reusable materials like calculators MUST be returned by December 16, 2022 to our CEC Inverness Campus (321 Inverness Dr. S., Englewood, CO 80112).

For the spring semester (2023), you may submit your documentation for reimbursement until May 19, 2023. All purchased physical paper textbooks and reusable materials like calculators MUST be returned by May 19, 2023 to our CEC Inverness Campus (321 Inverness Dr. S., Englewood, CO 80112).

**[Click here](#) to complete on-line reimbursement form for fall ([Click here for spring](#)) and email the following documents to [trisha.deady@coloradoearlycolleges.org](mailto:trisha.deady@coloradoearlycolleges.org). Be sure to put your student's name as the subject line.**

**--Receipts**

**--Class Syllabi to show required textbooks**

**Used or new purchased textbooks must be returned to:  
CEC Inverness  
321 Inverness Dr. S, Englewood, CO 80112**

**Rented textbooks should be returned to the vendor from which they were rented.**