

Department # _____ Last Name _____ First Name _____

CSU Fullerton Auxiliary Services Corporation (ASC) Textbook Program Application

(Term applying for: _____)

The ASC Textbook Program allows employees the opportunity to use required rental textbooks for the duration of a term, and receive a discount on the purchase of new, used, or digital textbooks. An employee can borrow “**required**” rental textbooks at no charge for the term, and will receive a 50% discount on the purchase of all other “**required**” textbooks.

Program Provisions:

1. The ASC Textbook Program applies to:
 - a. Rental textbooks – provided at no charge.
 - b. Used textbooks – provided at a 50% discount (select if rental is not available).
 - c. New textbooks – provided at a 50% discount (select if used are not available. This requires approval from a full-time Course Materials employee.)
 - d. Digital Content – ebooks & access codes – provided at a 50% discount (select when used is not available or as required for course).
 - e. This program only applies to “**Required**” course materials.
2. Rental books must be returned by the rental due date, to any rental return location. All other books are the property of the employee, and you are entitled to sell them back at the end of term, keeping any buyback value, to further reduce your book costs. Titan Shops reserves the right to determine the condition of returned rental textbooks. Any books deemed unusable, must be purchased by the employee. Any rental books not returned by the due date, will be charged to the employee’s credit card on file.
3. Titan Shops reserves the right to recall books at any time during the semester.
4. Program provisions do **not** apply to books for optional or recommended reading, or for courses taken at other colleges/universities.

Eligibility:

To be eligible for participation in the program, the employee must complete all the following requirements:

- a. Employment with ASC for **one (1) full semester** and worked, or been available to work, the minimum number of hours as approved and set by, your division manager/supervisor.
- b. Must provide a **copy** of their class schedule (print from student portal) for the classes enrolled.
- c. Must provide a **copy** of their book list (print from student portal) for classes enrolled.
- d. Must provide a **copy** of their semester availability
- e. Must maintain a weekly minimum availability of twenty (20) hours for shifts based on business/department need AND operating hours. **For Titan Shops employees:** availability must be in increments of at least four (4) consecutive hours.
- f. Have no outstanding rental books from previous semesters.
- g. **Grants and Campus programs are not eligible for this program.**

Procedure:

1. The following procedure should be followed when applying for ASC Textbook Program:
 - a. Complete a current ASC Textbook Application (available on the ASC website). You must fill out ALL PAGES and attach all required documents listed above.
 - b. Submit application and documents to your Department Manager, who will accept or decline
 - c. Upon approval, take the application and required documents to Titan Shops and select needed textbooks (in the order stated above). Remember any new books need to be signed off by a full-time Course Materials employee.
 - d. Take books and application to Titan Shops Customer Service counter, located on the 1st level of the store.
 - e. A Titan Shops Supervisor will verify the application and charge books to the respective department account.
 - f. Any exchanges or refunds for books purchased should be processed by the terms last day for refunds. If the employee drops a class by the last day for drops, refunds will be issued accordingly. Please see your receipt for the current textbook refund policy. Receipts must be presented for a refund.
2. **If the employee terminates, is terminated, or deemed ineligible for the program, rental books must be returned within 48 hours, and the employee will be responsible for any discount received on the purchase of new, used or digital books. If not returned within 48-hours, the employees’ student records will be placed on hold.**
3. Rental books are to be returned to any Titan Shops Rental Return/Buyback location by 6:00pm **the Friday of Finals Week**, or the employees’ student records may be placed on hold. The employee may not be eligible to participate in the ASC Textbook Program the following semester.

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TERMS OF AGREEMENT

Read the following terms and conditions then initial next to each item.

- _____ 1. I understand and accept that at the end of each term, it is my responsibility to return any rental books checked out under this program in reusable condition, or pay the replacement value of the books in my possession by check, cash, credit, or ATM within the required time period.
- _____ 2. I understand that all rental books remain property of ASC/Titan Shops.
- _____ 3. If my rental books are not returned by the deadline, I may not be eligible for this program the following semester. In addition, I will be charged for any outstanding rentals. A hold will be placed on my student records if Titan Shops is unable to process the charge for outstanding books.
- _____ 4. I understand that ASC/Titan Shops reserves the right to modify or discontinue this program at any time, with or without cause.
- _____ 5. I understand that if I fail to meet any of the eligibility and/or requirements of this application during the course of the current semester, I will be required to return the rental books upon request of ASC/Titan Shops, and will be responsible for any discount received on the purchase of new, used, or digital books.
- _____ 6. I understand that the rental replacement fee will be assessed to me for the damage or loss of any rental books.
- _____ 7. 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.

Name (Please print)

Date

CWID#

Employee Signature

Titan Card #

I understand that any rental book(s) that I approve, but are not returned Titan Shops by the deadline mentioned within this agreement, may be charged to my department should Titan Shops be unable to charge the employee.

Department Manager (Please print)

Date

Dept #

Department Manager Signature

Titan Shops Signature

Date