

Department # _____ Last Name _____ First Name _____

CSU Fullerton Auxiliary Services Corporation (ASC) Textbook Program Application

(Term applying for: _____)

The ASC Textbook Program allows eligible 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, per provisions noted below.

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 option is not available).
 - c. New textbooks - provided at a 50% discount (select if used option is 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 option is not available or as required for course).
 - e. If your textbook is out-of-stock, please see the Book Information Desk (2nd floor) for assistance.
 - f. This program only applies to “**Required**” course textbooks, as requested through Titan Shops. If you have a course with textbooks requested through other sources, take your syllabus to the Book Information Desk and staff will determine if those textbooks can be obtained. Only those textbooks Titan Shops can source are eligible for this program.
2. Rental books must be returned to Titan Shops by the rental due date. All other books are the property of the employee, and they are entitled to sell them back at the end of term, keeping any buyback value, to further reduce book costs. All provisions outlined in the Textbook Rental Agreement apply and a copy of the agreement will be provided at check out.
3. ASC/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. Be a current ASC employee enrolled in classes at CSUF. Employees of Grants and Campus programs are not eligible for this program.
- b. Must provide a current **copy** of their class schedule (print from student portal).
- c. Must provide a **copy** of their book list (print from student portal) for classes enrolled.
- d. Must provide a **copy** of their semester work availability
- e. Must **maintain** a weekly minimum of twenty (20) hours of availability for shifts based on business/department need AND operating hours. **For Titan Shops employees:** availability must be in increments of at least (4) consecutive hours.
- f. Cannot have any outstanding Titan Shops balances or rental books from previous semesters.
- g. If the employee separates from ASC prior to the end of the semester, the employee is responsible for any discount received on the purchase of new, used or digital books and will be charged for the full amount of rental book costs. **It is the department manager’s responsibility** to contact Titan Shops to determine if any payment is owed. If a balance is due, Titan Shops will place an invoice on their account and provide 2 business days for payment. Outstanding balances will result in a hold being placed on their student record.

Procedure:

1. Follow these steps to obtain textbooks.
 - a. Once notified of eligibility by your manager/supervisor, 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. 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.
 - c. Take books and application to Titan Shops Customer Service counter, located on the 1st floor of the store.
 - d. A Titan Shops Supervisor will verify the application and charge books to the department’s account.
 - e. 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 to drop, refunds will be issued accordingly. Please see the receipt for the current textbook refund policy. Receipts must be presented for a refund.

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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, by the rental due date, or pay the full replacement value of the books in my possession, per the rental agreement. A hold will be placed on my student records for any outstanding rentals.
- _____ 2. I understand that all rental books remain property of ASC/Titan Shops.
- _____ 3. I understand that if my rental books are not returned by the deadline, it may impact my eligibility for this program in future semesters.
- _____ 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 am responsible for any discount received on the purchase of new, used, or digital books, and the full amount of the rentals provided.
- _____ 6. 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

Employee Signature

CWID#