

# Book/Supply Opt-Out Form

Student Name

Student ID

Program

Opt-Out of Books for Which Term?

Please list the title of each textbook you do not want to receive as part of your Tuition and Fees at ACC. Please keep in mind that opting out does not require the school to provide you with an alternative delivery method and you will be responsible for obtaining all required course materials. If the course materials are not available from any other source but the institution, you will not be able to opt out of those required books and supplies.

**Students enrolled in Diploma Programs** will be issued all books and supplies by the 7<sup>th</sup> day of the first term. The deadline for opting out is midnight of the 7<sup>th</sup> calendar day of the term.

**Students enrolled in a Degree Program** will be issued books and supplies by the 7<sup>th</sup> day of each term. Students will have the opportunity to opt out of the books and supplies each term. You must complete and return a separate form to the Financial Aid Office for each term that you choose to opt-out of receiving books. The deadline for opting out each term is midnight of the 7<sup>th</sup> calendar day of each term.

**To view the list of books and supplies in your program, see Textbook Information located on the ACC website at:**

<http://americancareercollege.edu/general/student-consumer-information.html>

ISBN

Title

ISBN

Title

ISBN

Title

ISBN

Title

ISBN

Title

ISBN

Title

ISBN

Title

ISBN

Title

**I have my own laptop/tablet** and do not want to purchase the laptop/tablet provided by ACC

I understand that by opting out, I will receive a book adjustment on my student account ledger equaling the ACC cost amount for the books and supplies listed above. In the event that my federal Title IV aid funds exceed tuition, book and supply costs for the term, I will receive a credit balance refund for the overage. The refund will be paid no later than ten days after the credit balance is created.

Student Signature

Date

**OFFICE USE ONLY**

Total cost adjustment due for books and supplies listed above \$

Form received by

Date received