

## **Textbook Rental System Appeals Process for Overdue Books**

Students with overdue rental books have the opportunity to file an appeal if they have an extenuating circumstance which prevented them from returning the books by the deadline. The appeals process includes the completion of the Textbook Rental Appeal Form which can be downloaded and printed from the Textbook Rental Web site ([www.selu.edu/textbookrental](http://www.selu.edu/textbookrental)). The appeals process and form can be found in the Student Policies section of the Web site.

When completing the form, students must attach all pertinent information that will document clearly and concisely the extenuating circumstances resulting in the rental books not being returned by the posted deadlines (ex. medical records, military records, death certificate, etc.).

This written appeal is reviewed by the Textbook Rental Appeals Committee which is comprised of administrators, faculty and students. The committee meets at various times throughout each semester. Committee decisions are mailed to students as soon as the student's case has been reviewed.

Overdue accounts are due at the Controller's Office by the fee payment deadline. If an appeal is approved, the charges will be credited back to the student's account.