

BOOKSMART

Boca Raton
(561) 394-6085

Lake Worth
(561) 964-0023

Palm Beach Gardens
(561) 775-3992

Dual Enrollment / Early Admission Textbook Policy

Getting your textbooks-

- t You will receive a book voucher from the guidance office once you are enrolled in your course(s) at the community college or university. This form should be a three-part form with your student information, as well as the class(es) in which you are enrolled.

- t Have your detailed schedule with you when you come to pick up your textbooks. This is the schedule, which lists your course number and your section number. Booksmart will supply **required** used texts only. New texts will only be issued if used are not available.

- t Books may be available a few weeks in advance, please come in at least a week or two prior to classes. By coming in early, you will avoid long lines and our staff will be able to fill out your forms comfortably and answer any questions you may have.

- t Once you receive your textbooks, you need to return the pink copy of the book voucher to your guidance department. The books are now your responsibility.

- t Should you need to change your schedule the **books need to be returned before the drop/add deadline**. Booksmart will note the return, and/or add any additional text(s) issued. You will then need to take a copy of your revised book voucher to your guidance department.

Returning your textbooks-

- t Once your class has ended, books must be returned A.S.A.P.

- t You will receive a two copy return receipt. You need to return one copy of this return receipt to your guidance department. The second copy is for your records. This is your backup. You should be able to produce this copy at any time before you graduate.

- t **If a book is lost, stolen, or severely damaged you will be responsible for paying for them.**

- t Payment for lost, stolen or severely damaged books should be made directly to your high school bookkeeper.

Good luck in your classes, and thanks for shopping at BOOKSMART!