

CHAPTER 5: Administration

Procedure 5D.1/12: Auxiliary Enterprises: Post Secondary Enrollment Options (PSEO) Textbooks & Materials

According to MN Statutes section 124D.09 Subd. 20, “All textbooks and equipment provided to a pupil and paid for under subdivision 13, are the property of the pupil’s postsecondary institution. Each pupil is required to return all textbooks and equipment to the postsecondary institution after the course has ended.”

In MN Statutes Section 123B.37, subdivision 1, part 10b, it is stated, “Notwithstanding paragraph (a), clauses (1) and (6), a board may charge fees for textbooks, workbooks, and library books, lost or destroyed by students. The board must annually notify parents or guardians and students about its policy to charge a fee under this paragraph.”

Therefore, all PSEO textbooks and materials, excluding art supplies, workbooks, and printed packets, shall be returned to the college bookstore where originally purchased within four weeks after the end of the semester in which the books were used. This process will be explained to students during orientation. Additionally, the campus bookstores shall send letters to PSEO students, notifying them of the book return deadline and the consequences for failure to return books by the due date. The bookstores shall also post notifications to remind students of last date of return for each semester.

If a PSEO student fails to return textbooks and materials to the campus bookstore within four weeks after the end of the semester, a fee equal to 75% of the original purchase price shall be assessed, and a hold will be placed on the student’s record.

The campus bookstore shall not accept textbooks and materials for return after each semester deadline.

Fees assessed for textbooks and materials shall be monitored in accordance with [Procedure 7C.1/11 Accounts Receivable Management](#).

History:

02.2006 Adopted new procedure