

UNC Charlotte Faculty/Staff Textbook Loan (FSTL) Program Application

Employee Name: _____

UNC Charlotte ID Number: _____

University Department: _____

Campus Phone Number: _____

Campus Email Address: _____

Applying for: _____ Fall _____ Spring _____ Summer Academic Year: _____

I, _____, agree to return my borrowed textbook(s) to Barnes & Noble at UNC Charlotte:

- A. Three business days following the end of exams
OR
- B. Immediately upon withdrawal from the course (Note: If my withdrawal is after the official drop period I understand I will be charged 100% of the full purchase price of the textbook)
OR
- C. Immediately following separation from employment

Whichever of the above comes first

I agree that the full purchase price of the textbook(s) will be due to the University if the books are not returned or not returned in satisfactory condition by one of the date(s) above. If this happens I authorize the University to deduct the full purchase price from my next pay period, in a lump sum.

I further agree to pay any additional amount beyond the \$200 Textbook Loan Program cap (per course). I understand all textbooks remain the property of the FSTL program, even if I pay a portion over the \$200 cap. The amount over \$200, plus tax (on the overage amount only) will be due at the time I pick up my textbook(s) from the Barnes & Noble at UNC Charlotte campus store. This must be paid by cash, check, 49er card or credit card. I understand that this additional charge (in excess of the \$200 cap) is non-refundable, unless I return the book with original receipt and drop slip during the official drop period.

Signature

Date

Please scan and email the following to FSTextbookLoan@uncc.edu by the application deadline

1. This signed form (UNC Charlotte FSTL Program Application)
2. Copy of your APPROVED Tuition Waiver form from Human Resources
3. Copy of your class schedule. If you are taking more than two courses in a semester, please indicate which courses you want covered by the textbook loan program.