

## Textbook Policy for CCC, CSC, and OTC

The College offers all necessary textbooks for our programs as part of student tuition without any additional out of pocket expense for students.


- Students have the option of purchasing books at their own expense from other sources such as Amazon or halfprice.com or other vendors. It is the responsibility of the student to purchase all required books for the program should they opt out of the College Textbook program.
- The College uses eBooks for many courses.
- If a student accesses an eBook, they will be charged for it even if they have purchased a hard copy on their own.
- It is the student's responsibility to review the book list on our website and confirm the title and ISBN number for the current book being used for the course with their instructor, as editions can change frequently.
- It is suggested to purchase books as needed or as the instructor advises, to ensure keeping up with possible edition or book changes.
- Students must notify their instructor and Financial Aid to complete the Textbook Opt-Out form if they are opting to purchase books on their own in order to receive proper credit.
- Once a student decides to opt out of the College textbook program by completing and returning the form to Financial Aid, credit will be issued to their account. It will then be understood that the College is no longer responsible for issuing textbooks to the student.

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We Are ...  
Community Care College  
Clary Sage College  
Oklahoma Technical College

 918.610.0027

 4242 S. Sheridan Rd.,  
Tulsa, Oklahoma 74145

 [CommunityHigherEd.org](http://CommunityHigherEd.org)

Office Use Only	
FA: _____	Accounting: _____

### Textbook Opt-Out Form

I, \_\_\_\_\_, wish to opt-out of the College textbook program and wish to purchase my own textbooks from a third party. I further understand that: (initial each item)

\_\_\_\_\_ It is my responsibility to ensure I am using the correct edition as required by my instructor.

\_\_\_\_\_ It is my responsibility to ensure I have a book at the beginning of each class.

\_\_\_\_\_ If I fail to obtain the proper textbook prior to the beginning of my class, my grade could suffer due to the inability to read or complete required textbooks assignments.

\_\_\_\_\_ It is my responsibility to ensure I have all textbook supplements that may be used in class, including but not limited to charts, graphs and/or CD ROMs.

\_\_\_\_\_ I have had the opportunity to have all my questions addressed by a school official.

**Notice:** Students will be charged the total program cost upon enrollment which includes the cost of textbooks. Upon receiving official notice that a student wishes to opt-out of the College textbook program, the student will be issued a refund on their account in the amount of the cost of the textbooks.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Official Signature

\_\_\_\_\_  
Date