

Student Success Initiatives provides funding towards students' textbooks through the Access and Opportunity Portal, as well as borrowing textbooks through the SSI inventory. There are certain provisions in place when receiving funding towards a textbook as well as renting a textbook.

When requesting funding for a textbook, you are required to fully complete a textbook request form, research the most cost-effective option, and stay in the class for which you are requesting assistance. If you are still shopping a course or are at all unsure if you will remain in the class, **please do not request funds for that textbook until you have made a final decision.** This helps to ensure that the AO Portal is able to assist other students with textbook support. Please keep in mind the time frame of shipping, and what the expected received date could be. If your request needs to be filled instantaneously, please indicate this information on the form, and research the best option to obtain the textbook in the timeframe for which it is needed. If any of the books requested are already in the SSI inventory, you will receive the textbook automatically.

If a textbook is purchased for a student via the bookstore or a third party vendor: These books are SSI property and should be returned to the SSI office by:

- **Fall 2023, December 12, 2023**
- **Spring 2024, April 30, 2024**

If a textbook is rented for a student via the bookstore or a third party vendor: The student is responsible for returning the textbook by the due date, and must inform the SSI Department Coordinator at success@rice.edu when the textbook has been returned.

If the textbook was borrowed from the SSI inventory, please make sure it is returned to the SSI office by:

- **Fall 2023, December 12, 2023**
- **Spring 2024, April 30, 2024**

Forms need to be completed within 3 days after receipt for your AOP request to be processed. If this is not done, your AOP request will be closed out and you will have to resubmit an application.

All textbooks should be returned by the due date, unless noted otherwise, and any receipt associated with the transaction should be given to the Department Coordinator.

By signing below, you agree to the following terms:

I will conduct the necessary research to choose the best option for my textbook rental or purchase. Once I receive the textbook, I will handle the textbook with care and not misplace the textbooks. If the textbook is damaged, lost or stolen, I will contact the SSI Department Coordinator immediately. I will ensure the textbook is returned on time, and if it is not, I understand there can be possible consequences for these actions that could affect a future request for textbook funding.

Name (printed) _____ Date _____

Signature _____ Date _____

SSI Employee Name _____ Date _____