

Textbook Policy for Athletes Allotted Textbook Money on An Athletic Scholarship

The NCAA manual states “A member institution may provide a student-athlete financial aid that covers the actual cost of required course-related books.”

NCAA interpretations of these bylaws specify conditions under which athletes are to receive this financial aid for textbooks: “There is no dollar limit for books a student-athlete is enrolled. The institution may provide the student-athlete with cash to purchase books, as long as the cash provided is equal to the actual cost of the books purchased.” Lipscomb athletic financial aid is to be used for textbooks only, not for course supplies.

In order to uphold NCAA regulations, the athletic department has developed the following policies and procedures which you must follow when buying and returning your textbooks.

At the Beginning of Each Semester

1. Go to the Student Accounts office in Crisman to pick up a voucher to take to the Lipscomb bookstore.

This voucher has two purposes: a) to identify that you have been allotted textbook money according to your athletic scholarship and will not need to pay for your books directly. b) to indicate that the voucher is for textbooks only (not course supplies).

2. When you obtain your textbooks from the bookstore, the bookstore will inform the office of Student Accounts, Financial Aid, and the Athletic Office of the book titles and their cost.
3. Sign and date a copy of the Textbook Policy Agreement found at the end of this document and turn it in to Dr. Lin Garner, Assistant Athletic Director for Academics and Support Services.

At the End of Each Semester

1. When you have finished using the books for the semester, return all of them to the Lipscomb bookstore with the *exception* of any books needed for later semesters or books you wish to purchase at the bookstore’s buyback price to keep permanently.

Some books may need to be kept for sequential courses. For example, for writing-across-the-curriculum courses, you are to keep the grammar handbook used in Freshman Composition or Lipscomb Seminar throughout your college career. Additionally there may be some courses that are broken down into two parts, and you need to refer to the textbook for Part I while taking Part II of the course. In those cases keep the books until

the end of the last semester you need them (e.g. the semester you graduate in the case of the grammar handbook) and turn them into the bookstore at that time. (For further explanation, see below.)

Concerning books you wish to keep permanently, consult the explanation below.

2. Return the books to the bookstore **by the end of finals week** (or earlier in the semester if you drop a course). The bookstore will give you a receipt listing those books returned and the buyback price for each one. That money will be credited to the athletic budget. **This receipt must be handed in to Dr. Lin Garner or Sherry Phillips of the Athletic Office immediately.**

******Caution:** If the list of books on that receipt does not match the list of those received from the bookstore at the beginning of the semester, your student account will be charged the original cost of any book not returned (the amount the bookstore charged at the time of its purchase). You will be responsible for paying any such charges incurred; athletic scholarship money cannot be applied to the payment of those charges.

Books to be kept permanently or for a few semesters:

If you wish to keep any books permanently, you may purchase them at the bookstore's designated buyback price by making a check out to Lipscomb University for the total buyback price(s) of the book(s) and giving the check to Dr. Lin Garner or Sherry Phillips. That check should accompany the receipt from the bookstore which details the other textbooks and buyback prices of the books you handed in. On that receipt note the titles and buyback prices of the books you want to keep.

As stated above, books needed for related coursework over several semesters may be kept for the period necessary. You will not be charged for books needed for subsequent courses if you inform the athletic department of that need at the time you hand in the returned book receipt and if you return those books to the bookstore when you no longer need them for coursework. On the bookstore receipt which you hand in to the Athletic Department, write down the titles of those books you'll need later and which subsequent courses you will need them for.

If you have any questions regarding these policies and procedures, please contact Dr. Lin Garner, Assistant Athletic Director for Academics and Support Services, at 279-5743.

**Agreement to Abide by the Textbook Policy for Scholarship Athletes
Allotted Textbook Money**

As a student-athlete allotted textbook money according to the terms of my athletic scholarship, I certify by signing this form that I 1) have read the athletic department's official textbook policy 2) agree to abide by the terms of that policy.

Date

Signature of Student-Athlete