Three Rivers College provides students with access to textbooks and other learning materials through the College Store. The College Store supports the learning environment and is committed to providing the academic community with the tools needed to succeed. The College Store shall be operated as an auxiliary enterprise, which is managed as a financially self-supporting activity. The primary location of the College Store is the Poplar Bluff Campus. The College Store shall provide services to external locations as appropriate. The College Store provides the college community with products and services to support student success such as textbooks for purchase or rent, computers, educational software, clothing, and a prepaid card service for gas and meals.

**Rental Books**

In support of the learning environment, the College Store provides access to textbooks and other learning materials. When financially feasible, textbooks are provided on a rental basis to keep student costs at a minimum.

To ensure adequate inventory of rental textbooks for all locations, the following rules apply:

- Students taking classes at the main campus or at an external location (Sikeston, Kennett, Dexter, or Malden) should pick up their rental textbooks at the location the classes will be taught.
- Dual Credit students will receive their books at the high school.
- Students at other locations or on the web will pick up textbooks from the location where any other classroom courses are taught or at the location nearest their residence address on file.
- Online ordering is available to any student and shipping charges will apply.

To ensure accurate distribution of rental textbooks, students must present their class schedule and student ID upon pickup.

Rental textbooks remain the property of the college and must be returned in a timely fashion. Failure to return a rental textbook in a timely manner will result in additional charges up to and including full replacement cost of the book. Students can view their current rental books checked out at any time on the College Store website.
Textbooks and other materials for purchase

In support of the learning environment, the College Store provides access to textbooks and other learning materials. When it is not financially feasible to make material available for rent, textbooks and other materials are available for purchase in the College Store with cash, check, credit card, or excess financial aid. Excess financial aid is defined as financial aid in excess of amounts owed to the college for tuition and fees or other balances. The College Store shall follow all federal laws and regulations with regard to students Federal Financial Aid.

In order to use excess financial aid for purchases in the College Store, the type of aid must allow the type of purchase the student wishes to make. For example, some aid types do not allow purchases of books, others only allow the purchase of required books and still others allow any type of educational expense including meal plans and laptops. There must also be sufficient excess financial aid to cover the purchase. Students are responsible for knowing the amount and limitations of their aid type.

For additional information reference policy FP 3107 College Store Learning Materials.
Section: 3000 Financial  
Sub Section: 3100 Financial Management  
Title: FR 3107 College Store Learning Materials  
Primary Policy: FP 3107 College Store Learning Materials  
Associated Policy: GAP 1101 Debts to the College  
Associated Regulation: SR 2740 Student Rights and Responsibilities  
Supersedes: NA  
Responsible Administrator: Chief Financial Officer  
Initial Approval: 12-09-2015  Last Revision: 09-21-2016  

DOCUMENT HISTORY:  
09-21-2016: The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.