DIGITAL TEXTBOOK OPT OUT FORM

PLEASE INITIAL AND SIGN/DATE BELOW:

_____ I opt out of the University’s method for me to receive books and supplies required for my courses by the seventh (7th) day of each course start date within the payment period.

Provision for Books and Supplies:

As described below, by the seventh (7th) day of each course start date within the payment period, the University will provide a method for me to obtain my books and supplies required for my courses. Should I opt out of the University’s method, I am responsible for purchasing the required books and supplies for my courses in each payment period.

For courses that DO use Digital Textbooks, the method available to me to receive books and supplies by the seventh (7th) day of each course start date within the payment period from which I may opt out includes:

• For courses using a Digital Textbook and/or digital resources, a Digital Textbook provided by the University to be automatically redeemed with the University’s contracted third-party vendor and charged to my student account.

If I do not opt out of the method offered above by the University, I will receive my books and supplies by the seventh (7th) day of each course start date within the payment period, my student account will be charged for books and supplies, and Title IV financial aid, if eligible, will be used to cover these charges on my student account. The purchase of the Digital Textbook is not refundable. Any books and supplies charged in excess of Title IV and other financial aid funding on my student account are my responsibility.

If I opt out of the University’s method, except for proprietary textbooks that are only available from Argosy University and required for the course, my student account will not be charged and I am responsible for purchasing the required books and supplies for my courses. For courses using a Digital Textbook, if I opt out, the charge will be reversed on my student account after the Add/Drop Period.

A detailed listing of charges is disclosed on the University’s Enrollment Agreement and in the Catalog, or a supplemental disclosure. A guide to required textbooks for each course may be found by logging into my student portal.

If I opt out of the University’s method, I will receive any Title IV credit balance, if one is created for the payment period in question, no later than fourteen (14) calendar days after the first day of class or fourteen (14) calendar days of the date the Title IV credit balance appears on my student account. If a Title IV credit balance is not created and, therefore, I am not due to receive one, I am responsible for purchasing the required books and supplies for my courses.
I may request a modification at any time for a subsequent payment period, regarding my choice to obtain books and supplies, but not retroactively, by contacting the Student Financial Services Department. To opt out of the University’s method to obtain books and supplies by the seventh (7th) day of my courses within the payment period, I will need to complete, sign and date a Digital Textbook Opt Out Form.

For courses that DO NOT use Digital Textbooks, the method available to me to receive books and supplies by the seventh (7th) day of each course start date within the payment period include:

- A voucher issued by the University to purchase books, supplies, and software to be redeemed with the University’s contracted third-party servicer and charged to my student account.

I understand that this election is at my option and I may cancel or may ask for modification at any time for a subsequent payment period, but not retroactively, by contacting the Student Financial Services and providing in writing my reversal of my election, signing and dating this form in the designated section below. This opt out election will be in effect for the entire length of my enrollment unless I advise the University that I wish to cancel or modify my election.

Print Student Name: ___________________________________________________________

Student ID:   __________________________________________________________________

Student’s Signature _______________________________________   Date ________________

Cancellation or modification of election to opt out of the University’s Digital Textbook:

Print Student Name: ___________________________________________________________

Student ID:   __________________________________________________________________

Student’s Signature _______________________________________   Date ________________