



TEXTBOOK SERVICE APPEALS FORM

Complete all pages of the form

Requirements for submitting appeal:

Complete all items below and attach supporting documentation as to what prevented you from returning your textbook by the deadline. Examples of documents that may be attached include: medical bills, obituary and military paperwork. Reason for the appeal and dates on documentation must be near or during the week of returns.

Rental policy, dates, and deadlines are included in university publications, available online and are explained to you by the Textbook Service staff during issues. It is the student's responsibility to know these dates.

This request will be reviewed by the Textbook Service management and the student will be notified of their decision. **DECISIONS ARE FINAL.**

Appeals without documentation will not be accepted.

Return deadlines are always the Saturday after finals

Last day to file an appeal for Summer 2019

is Friday, August 30th 2019

I have read and understand the above: ____ (please initial).

Student Information: (Please Print)

Name: _____

800 Number: _____

Address: _____

Phone: _____

City State Zip Code

e-ID: _____

TERM: (Circle Term and fill in year) FALL SPRING SUMMER YEAR: _____

Did you take your finals? ____ No ____ Yes Date/Time of last final: _____

Please note: Be thorough in your explanation on the following page as appeals will be reviewed only once. Attach documentation to support your appeal.

I certify that the information I have submitted is complete and accurate.

Student Signature

Date

Submit/Mail to: SIUE

Textbook Service
Campus Box 1053,
Edwardsville, IL 62026

Phone: 618-650-3020
Fax: 618-650-5757
Email: textbooks@siue.edu



EXPLANATION OF APPEAL:

LIST ANY ATTACHED SUPPORTING DOCUMENTATION

1)	4)
2)	5)
3)	6)

FOR OFFICE USE ONLY

First time appeal? ☐ No ☐ Yes Date of previous appeal:
Problem File: ☐ No ☐ Yes
Review: Approved: ☐ Approved w/Doc: ☐ Denied:
Reason/Comment:
Student notified: ☐ No ☐ Yes Method: ☐ Letter ☐ Email ☐ Phone