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 of finals week.

Appeal forms will only be accepted if they are submitted within 14 days from the semester return deadline. Any form submitted after that time will be rejected.

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

Student Information: (Please Print)

Name: ___________________________ 800 Number: ___________________________
Address: ___________________________ Phone: ___________________________
_________________________________ e-ID: ___________________________
City _______ State _______ Zip Code

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:

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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