



THE UNIVERSITY OF WINNIPEG

# Collegiate

## The Collegiate Textbook Policy

Textbooks are loaned to Collegiate students for all high school courses in all of the study sessions (Regular, Spring, Summer, Fall Evening and Winter Evening). Textbooks for university courses must be purchased by the student.

When textbooks are loaned to a student at the beginning of the term, their bar codes are recorded in the student's file in the computer system. At the end of the term the student must return those textbooks, with their associated bar codes, to The Collegiate Book Room. When this is done, the student's textbook file is cleared and regular term end processes can be completed.

### Textbook Return Procedures

1. If a course is dropped, or a student transfers from one section of a course to another, the appropriate textbook(s) must be returned **before** a course change form will be completed. In cases where there is a tuition fee refund, the refund will be calculated using the date when the textbooks is returned.
2. If a student has outstanding textbooks from a previous term, no textbooks will be issued to the student until the books are returned or replacement costs are paid. In such cases, the replacement costs of the books will be added to the tuition costs of the term for which application has been made.
3. For graduating students, outstanding textbooks must be returned, or replacement costs paid, before convocation exercises.

## The University of Winnipeg Library Fine Policy

All overdue stack books and reserve materials are subject to fines. Information on borrowing periods and late fines are posted on the UW Library website:

<http://library.uwinnipeg.ca/use-the-library/borrow-renew-request.html>

After receipt of the final notice, students (18 years of age or older) who have not yet returned their overdue books and/or paid their outstanding fines will have their accounts referred for collection. The outstanding amount will include all accrued fines plus replacement cost of book(s) including a processing charge per item. Library holds will be placed against their Collegiate/University account, which includes official transcripts of grades. Students with holds will not be allowed to register in another session until the hold has been cleared.

**By your signature on The Collegiate application, you agree to abide by The Collegiate Textbook Policy and The University of Winnipeg Library Fine Policy.**