

# TEXTBOOK SERVICE APPEAL FORM

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Street, Apt #)

\_\_\_\_\_ Date: \_\_\_\_\_  
(City, State, zipcode)

SIUE Email address: \_\_\_\_\_

## ***Summer 2011 RETURN DEADLINE WAS SATURDAY, August 6, 2011***

Last Day to file an Appeal for Summer Term 2011  
is Friday, August 19, 2011

**Students who are charged for the cost of their books due to not meeting the return deadline, may file an appeal of the charges within the following limits:**

- entry into the military service, assignments out-of-the country, special duties, or other related military obligations.
- extreme medical emergency or health condition that affects the student, student=s spouse, student=s child(ren) or parents and is of such nature as to prevent the student from completing their final exams or completing the semester.
- death of an immediate family member which includes spouse, children, parents, grandchild, grandparents, and spouse= parents.

The requesting student must submit documentation to Textbook Service=s management=s satisfaction, the nature, extent and seriousness of the conditions or circumstances that are the bases for the appeal request. (Documentation must be on letterhead, with appropriate signature(s) and contact information.)

Textbook Service management will consider the request based on the documentation and information received and will advise the student as soon as practical of the decision about the appeal request.

**Appeals without documentation will not be accepted.**

**Student will received a response by mail.**

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

REASON FOR APPEAL:

Did you take your finals?  Yes  No Date/Time of last final:  
Student Signature:

Documentation attached:  Yes  No

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**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:

Address: SIUE Textbook Service, Campus Box 1053, Edwardsville, IL 62026  
Phone: 618-650-3020 Fax: 618-650-5757 textbooks@siue.edu