

COLLEGE CREDIT PLUS NEW ALBANY-PLAIN LOCAL SCHOOL DISTRICT BOOK REIMBURSEMENT GUIDELINES

You must follow the steps below prior to making a purchase for any and all books that are needed for your off-campus college courses. If you purchase a book we already have, you will be billed for the cost of that book!

1. **NAPLS Library** - Email your building Librarian and CC building Counselor to see if the book(s) are available. If so, she/he will set up a time for pick up.

2. **COLLEGE BOOK STORE** - If the books are not available through your building library, follow the textbook instructions provided to you by the college you are attending. Depending on the college, they may reference a NAPLS account at their bookstore, provide vouchers to purchase books, etc. If your course requires an Electronic Textbook, you must inform your counselor in order for the textbook purchase to be approved. This process bills NAPLS directly.

3. **PARENT/STUDENT PURCHASE** - If the books are not available through the college book store, then you may purchase on your own. If available, please try to purchase used books! If not, then purchase new books.

4. **REIMBURSEMENT** - You must submit ORIGINAL ITEMIZED receipts with the attached CCP REFUND FORM. We will not accept any receipts that are not attached to the form. No Exceptions!
Please drop off at the NAPLS Administration office located at 55 N. High Street.

5. **RETURN OF BOOKS** - Once you've completed the course, you will need to return the books in the same condition as when you received them to Ms. Sara Goldhardt. Please feel free to email (goldhardt.4@napls.us) her to set up a time for drop off. She/He will check the books in and let you know if there are any fees/fines. DO NOT leave the books on a desk, in the lobby, or with another staff member as you are responsible for the return of them.

Thank You,
Administration

**NEW ALBANY-PLAIN LOCAL SCHOOL DISTRICT
COLLEGE CREDIT PLUS REIMBURSEMENT FORM
OFF-CAMPUS BOOK REIMBURSEMENT
(PLEASE PRINT)**

DATE REQUESTED: _____

BUILDING: _____

STUDENT'S NAME: _____

MAKE CHECK PAYABLE TO
PARENT/GUARDIAN: _____

ADDRESS: _____

PURPOSE OF REFUND
LIST BOOKS

CCP BOOK PURCHASE/REIMBURSEMENT.

****PLEASE ATTACH ORIGINAL RECEIPTS FOR REFUND AMOUNT****

BOOK NAME:	COURSE NAME:	AMOUNT
		\$0.00 TOTAL

APPROVED BY _____ DATE _____
COLLEGE COUNSELOR

APPROVED BY _____ DATE _____
PRINCIPAL

APPROVED BY _____ DATE _____
TREASURER