



## ***Onsite Pickup and Abandoned Book Policy***

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It is the policy of the City Colleges of Chicago that textbook and related CCC Online Bookstore orders must be picked up from the City Colleges pick-up location by the person named in the “Ship To/Customer Pickup” field within 30 calendar days of arrival to the college. Your City Colleges of Chicago student ID is required at the time of pick-up.

The City Colleges of Chicago may store your items for no more than 30 calendar days. Any textbook or other items of merchandise that are not claimed by the student within 30 calendar days shall be deemed abandoned. After the 30 calendar day period, the institution has sole discretion to sell or otherwise dispose of the abandoned textbook or other items of merchandise in any manner it deems appropriate. Reasonable efforts may be taken to credit the student’s account for monies collected on books sold, net any costs incurred.

If any costs are incurred by the City Colleges of Chicago for taking ownership of the abandoned items, these costs will be transferred to the student. For students using a book voucher of any kind to purchase these materials, the charges associated with the purchase have been or will be added to your student account. Under no circumstances will these book charges be removed from your student account or waived.

The student agrees to absolve and hold the City Colleges of Chicago harmless for the abandoned textbooks or other items of merchandise.