



# KOLBE ACADEMY HOME SCHOOL

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## Book Return Form

**Please do not include quarter reports, new book orders, or any other correspondence.**

Once an order is received, you have **20 days** to report shortages, damaged or defective books, etc., otherwise the transaction will be considered complete. This does not affect the 45-day book return policy.

Check here if exchange enclosed

Shipped from (Please Print):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Method of Refund:

**If purchased by credit card, please fill in the following:**

Visa       Mastercard       Discover

Account #: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**If purchased by check, please fill in the following:**

- Send refund  
 Apply refund to Home School account balance  
 Apply refund to account credit for future purchases

### RETURN POLICY:

- ☞ Books can be returned for a full refund within 45 days of purchase, if they are in new condition. Damaged, used or less-than-new books will receive a 30% refund if the book is in good condition, is still used in the core curriculum and can be resold by Kolbe as a used book. Consumable workbooks that are written in, even in pencil and only a few pages, may not be returned for a refund. In order to receive a refund for books that are sold as a set, e.g. Saxon Math, two book study guides, etc., all pieces must be returned.
- ☞ When returning used books for a 30% credit, **please call to verify** the books are still being used in the core curriculum. Kolbe will not give credit nor return to sender books not being used. The sender may pay postage to have such items returned.
- ☞ Shipping & handling charges are non-refundable and a \$2.00 re-stocking fee is charged for each new book returned. The restocking fee is not charged for returned used books. The cost of return mailing is the responsibility of the sender, unless the item being returned was damaged in the original mailing or was sent in error.
- ☞ If a book is returned for exchange, the request is considered a new book order and is charged shipping & handling, plus a \$2.00 restocking fee (unless the exchange is due to an error on our part). Please remember to add the shipping and handling cost to your payment by check or money order. Remember to factor in the restocking fee in your calculations.
- ☞ PLEASE ALLOW 4 - 6 WEEKS FOR PROCESSING.

