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Policy and Procedures for Textbooks

Introduction

The purpose of this policy and procedures is to ensure transactions involving textbooks being purchased from and returned to the VMI Bookstore are completed in a consistent manner.

Textbook Policy

A textbook policy for each ROTC detachment as well as the Athletic Department is included as Appendix A-D. These policies shall govern textbook issue and return of the respective department as amplified in the following paragraphs.

Purchase of Books

Each cadet must purchase their own textbooks.

Cadet-athletes who receive textbooks as part of their athletic financial aid will use the VMI bookstore as the sole point of purchase and return for all textbooks. All other cadets are allowed to purchase books from the VMI Bookstore, another cadet, and other bookstores.

A cadet-athlete shall present a copy of his current academic class schedule to a bookstore representative prior to receiving any textbooks.

A bookstore representative shall review the intended purchase against the class schedule to ensure the individual is only purchasing textbooks which are required for that cadet-athlete's current academic schedule.

Personal Identification of Books

All cadets will mark their name in their books upon purchase inside the front cover. Books will be randomly checked as part of Corps room inspection to verify compliance.

Transfer of Ownership or Sale of Books

A cadet-athlete who receives textbooks as part of their athletic financial aid shall return their textbooks to the VMI Bookstore. Cadet athletes should only return books issued to him or her personally.

Textbooks returned to the VMI Bookstore will comply with VMI Bookstore policies and procedures.

Lost and Found Textbooks

Any textbooks that are lost and found on the VMI Post are to be turned into the VMI Guard Room.

Each academic department will monitor study areas and classrooms and send any abandoned or lost textbooks to the VMI Guard Room and subsequently turned over to the Regimental S4. Textbooks with names in them will be returned to the owner. If no name is found in the textbook, it will be stored in the S-4 locker and sold at the end of the semester.

All textbooks unclaimed at the end of the semester will be collected and sold to the VMI Bookstore by the Regimental S-4. Proceeds from the sale of textbooks will go to the VMI General Fund. The Regimental S-4 Captain is responsible for ensuring the monies from the sale of textbooks are turned into the VMI Comptroller.

Any textbooks that the VMI Bookstore does not purchase will be given away and/or discarded.

Out-Processing Cadets
The form used to out-process cadets will include a line item to verify that all textbooks have been returned to the VMI Bookstore. All cadets leaving VMI must sell their textbooks back to the VMI Bookstore or take them with their other personal belongings.

The VMI Honor Court will return textbooks of cadets who are dismissed for an honor violation. Proceeds from the sale of the textbooks will be mailed to the former cadet in accordance with existing out-processing procedures.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

DIST: E, Cadets

Attachments: A – D

OPR: CoS

Appendix A – Army ROTC Book Policy

Governing regulation: Cadet Command Reg 145-1, Chapter 4

Summary:

- Army pays two flat rate payments to cadets, $600 per semester.
- Funds are processed through Cadet Command's Information Management System (CCIMS) 20 days prior to the first day of fall classes.
- All new scholarship awardees will have the payment processed on the 45th day after contracting.
- Cadets should receive payment within 10-15 day's after the payment is processed. Therefore cadets receive their book money in early Fall (Sept – Oct) and during the winter (Jan – Feb).

When the Army scholarship cadet quits or leaves VMI:

- 4 & 3 year National scholarship winners (high school students) can walk away from their scholarship anytime during their first year at VMI without paying anything back. This includes the book stipend.
- After day #1 of a cadet's sophomore / 3rd class year, scholarship money, including the book stipend, must be re-paid if the cadet quits or becomes disqualified for a reason deemed to be the cadet's responsibility (i.e. height & weight, APFT failure, etc.).

Appendix B: Air Force ROTC Book Policy

Governing regulation: AFROTCI 36-2011
Summary:

- AF makes two flat rate payments to scholarship cadets, $300 per semester.
- Funds are processed through the Air Force's information management system.
- Air Force scholarship cadets receive their initial book stipend payment after the 45th day of the school academic year start date, and a second payment during the early spring semester (January or February).

When an Air Force scholarship cadet quits or leaves VMI:

- 4-year National scholarship winners (high school students) can walk away from their scholarship anytime during their first year at VMI without paying anything back. This includes the book stipend.
- After day #1 of a cadet's sophomore / 3rd class year, scholarship money, including the book stipend, must be re-paid if the cadet quits or becomes disqualified for a reason deemed to be the cadet's responsibility (i.e. height & weight, physical fitness, etc.).

Appendix C: Navy/Marine ROTC Book Policy

Governing regulation: CNET INST 1533.12G

Summary:

- Navy / Marine ROTC makes two flat rate payments to cadets, $375 per semester.
- Funds are processed through the Navy / Marine information management system.
- Navy / Marine cadets receive their initial book stipend payment within the first month of starting class (September) and a second payment during the early spring semester (January or February).
- All required Naval science text books are issued by the Navy ROTC.

When a Navy / Marine ROTC scholarship cadet quits or leaves VMI:

- If a 4 Year National Scholarship student terminates their scholarship during the first year of benefits they are not required to reimburse the U.S. Government for book stipend. If a 4 Year National Scholarship student obligates themselves by official contract in their sophomore year, and anytime after if the contract is terminated, then the student must pay back book stipend from all semesters that benefits had been received to include their freshmen year.
- Once an NROTC scholarship student obligates themselves by official contract accepting their scholarship they then become financially obligated to the U.S. Government if they do not comply with the contract. If a scholarship student terminates their scholarship or becomes disqualified for a reason deemed to be the cadet's responsibility (i.e. height & weight, physical fitness, etc.) then pay back of the scholarship and the book stipend is required.
- Any student leaving VMI must return Naval Science text books to the Navy ROTC. If text books are not returned the student is responsible to reimburse the U.S. Government the cost of text book replacement. The current cost will be determined by the NSTC annual inventory data. If the student does not pay for replacement of lost or damaged Naval Science text books a request for transcript hold will be sent to student accounting.

Athletic Department

Athletic Department Point of Contact

The Athletic Business Officer shall be the single point of contact for all matters pertaining to textbooks.

Each head coach will provide the Athletic Business Officer, prior to the start of an academic year (or summer session), a list of those cadet-athletes who are entitled to textbooks for that year (or summer session).

The Athletic Business Officer shall compile the team lists into a single, consolidated, alphabetized list and forward the list to the bookstore. Only those cadet-athletes whose name appears on the list will be able to draw textbooks.

VMI Bookstore Point of Contact

The textbook manager shall be the single point of contact for all matters pertaining to the issue and sell back of textbooks for cadet-athletes.

The textbook manager shall issue textbooks according to the provided list, checking off each cadet-athlete as they draw books and annotating the amount of purchase for each individual.

Textbook issue will be closed out at 1600 hours on the day following the end of the VMI drop/add period.

Once closed, the textbook manager shall tally up the total amount of textbook purchases by authorized cadet-athletes and submit a bill for payment to the Keydet Club via Athletic Business Officer.

Entitlement

Full athletic scholarship cadet-athletes automatically are entitled to receive textbooks.

All other cadet-athletes may or may not receive textbooks as part of their athletic financial aid package. Each head coach will indicate which of their players shall be so entitled by annotating "plus textbooks" on an individual's initial grant-in-aid letter.

For budget and planning purposes, a figure of $800 annually shall be used for each cadet-athlete entitled to receive textbooks.

Appendix D: Athletic Department Book Policy Page 2 of 2

Purchase of Books

Each cadet-athlete must purchase their own textbooks.

Cadet-athletes who receive textbooks as part of their athletic financial aid will use the VMI bookstore as the sole point of purchase and return for all textbooks.

A cadet-athlete shall present a copy of his current academic class schedule to a bookstore representative prior to receiving any textbooks.

A bookstore representative shall review the intended purchase against the class schedule to ensure the individual is only purchasing textbooks which are required for that cadet-athlete's current academic schedule.

Textbook Return

Cadet-athletes should only return books issued to him or her personally.

ALL textbooks issued shall be returned to the textbook manager in the VMI Bookstore at the completion of the current semester UNLESS that textbook is required next semester for part two of a particular course (Such as English 102, Spanish 102, etc.), in which case the cadet-athlete must so inform the textbook manager, in person, so that they can make an appropriate annotation on the book return list.

As a cadet-athlete returns books, the textbook manager shall check off that individual from the list and annotate the amount of credit which the Keydet Club shall receive from the returned textbooks. (Note: the credit belongs to the Keydet Club, not the cadet-athlete.)

Book(s) that are claimed to be lost, stolen, are damaged, or those that an individual desires to keep for their personal library, shall be paid for by the cadet-athlete at the current rate as determined by the VMI Bookstore…there will be NO EXCEPTIONS.

Failure to return or pay for books by 1600 hours on the day after the last scheduled final examination shall result in a hold being placed on a cadet-athlete's official transcript. This hold will also deny a cadet-athlete the ability to register for future courses. Additionally, a cadet-athlete will lose their entitlement for future textbooks.

Once textbook return is closed, the textbook manager shall tally up the total amount of textbook credit generated from cadet-athletes and provide a check for that amount to the Athletic Business Officer payable to the Keydet Club.