



Cougar Corner Bookstore Order Form
Please Print Clearly

Name (Last, First):	Location (circle one): TCI / TMCCF
Taft College ID ("A" Number):	Facility ID (Reg. Number or CDCR ID):
Payment Method (circle one): Family Pay OR Account Withdrawal / Form 24	Date:

Course:	Name of Book / Description of Item:	Quantity:	Rent or Purchase:	Price:	Total Amount:

Total Order Amount: _____

Cougar Corner Bookstore Refunds and Exchanges Policy:

- All returns must be accompanied by an order form & original receipt
- Requests for refunds must be made within the first seven (7) business days of the semester.
- Requests for refunds of summer or short term classes must be made within three (3) business days of the start of class.
- All books/supplies must be in new condition (unopened if wrapped)
- Damaged or worn books are not eligible for a refund
- Please allow 4-6 weeks to process the refund

To avoid late fees, books must be returned promptly at the end of the semester. Failure to do so will result in late fees. A book returned more than 10 days after the end of term will result in the student being charged for the full cost of the textbook.

My signature signifies that I have read and understand the Cougar corner Bookstore Refund and Exchanges policy and that I am responsible for damaged, lost, or stolen rental books issued to me. This includes books in my possession if/when I am placed in the SHU and/or transferred. I understand that prices are subject to change. Failure to return rental books by the end of the last week of the term (finals week) will result in a charge of the purchase price of the textbooks, as the bookstore will consider these books lost, and inventory will need to be replaced.

Signature: _____

Date: _____

Instructions for payment on back of form—please read before submitting



Payment Instructions

Account Withdrawal / Form 24: If you are using money from your inmate account to pay for books/supplies, please initiate the process for generating a check in the total amount needed. The check should be submitted along with this form to a Taft College employee. Once submitted, your order will be processed and delivered to the facility.

Family Pay: If a family member is paying for your materials, please submit your form to a Taft College employee, and inform your family of the following procedure:

To pay with a credit card, your family and/or friends need to contact the Bookstore via telephone. **ONLINE ORDERS WILL BE CANCELLED.**

Please have them call 661-763-7836 to pay for book orders.

-The Bookstore cannot process payment without a completed order form—please submit this form prior to your friends/family calling to pay for books.

-The Bookstore accepts Visa / Mastercard / American Express

-The charge on the credit card statement will read: **“Cougar Corner Bookstore”**

-In addition to the credit card number, they will also need the expiration date and CCV (3-digit number on back)

NOTE: THE BOOKSTORE IS CLOSED ON FRIDAYS DURING THE SUMMER