

Instant Access Digital E-Book Material Fee Opt-Out Form

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|---|------------------|
| STUDENT NAME <small>PLEASE PRINT IF FILLING OUT BY HAND</small> | COUGAR ID NUMBER |
|---|------------------|

Instant Access is a new textbook delivery method that provides immediate access to course materials on Blackboard the first day of the semester. The best part is that it provides affordable access and the opportunity to engage with course content in an interactive way.

In an effort to protect students and to ensure their best interest, the US Department of Education published 34CFR 668.161-167 that requires Columbus State to provide students the ability to opt-out of course fees associated with books. This form provides you the ability to opt-out of Instant Access Digital E-Book Material Fees.

It is strongly discouraged for students to Opt Out, because the Columbus State Bookstore has worked with publishers to provide course materials at the lowest possible prices. Instant Access also supports student success. As long as you are enrolled on the first day of classes you will have access to the digital material the first week of the course. It is recommended you attend the first week of class and talk to your instructor about Instant Access before you Opt Out.

If you decide to Opt Out complete the information below and return this form by clicking the submit button or emailing to csbookstore@csc.edu. The completed form must be returned by the 100% refund date. Once you complete the Opt Out process, your access to the digital material will be revoked and you will be responsible for obtaining the course material in a timely manner. **You will not be able to opt back in.** Your student account will be adjusted for only the Instant Access fees that you opt-out.

| SEMESTER | COURSE TITLE | COURSE NAME | SECTION | CONFIRMATION OF OPT-OUT |
|-----------------|------------------------|-------------|---------|-------------------------------------|
| <i>Example:</i> | | | | |
| SP19 | Principles of Business | BMGT 1101 | N/A | <input checked="" type="checkbox"/> |
| | | | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> |

By completing this form, and checking the boxes above, I confirm that I am opting out of receiving the automatic delivery of course materials. I understand that by opting out of Instant Access I will not be entitled to the automatic delivery of the associated textbook and online access to course-related materials at the negotiated discount rate. I fully accept the responsibility to obtain the course materials in a timely manner, and I will not be able to opt back into Instant Access.

| | |
|-----------|--------------------------|
| SIGNATURE | DATE (MM/DD/YYYY) / / |
|-----------|--------------------------|

| FOR STAFF USE ONLY | |
|------------------------------|----------------|
| DATE RECEIVED | STAFF INITIALS |
| DATE STUDENT ACCOUNT UPDATED | STAFF INITIALS |