

I. Overview

In 2001 the University of Arkansas Community College at Batesville initiated a new scholarship for students attending UACCB. Area High School graduates who are recognized as “Arkansas Scholars” and attend UACCB are offered an Arkansas Scholar Book Award. UACCB provides, at no cost, required textbooks for UACCB courses to those students on a “loan” basis. The students are required to return the books at the end of the semester.

In the fall of 2006, the Administrative Cabinet approved a similar Book Award for our UACCB employees who were taking UACCB classes on our campus to further their professional development and education experience.

II. Practice

UACCB will provide, at no cost, required textbooks for UACCB credit courses to all employees. The employee must purchase consumable items such as workbooks, lab manuals, art supplies, calculators, foreign language tapes, computer disks or CDs, paper, pens, study guides, pencils, markers, highlighters, and other supplies with personal funds or other financial aid.

The UACCB Employee Book Award form, Attachment A, must be completed and a copy of their student account summary which includes their class schedule must be attached.

Employees must return all textbooks to the UACCB Bookstore at the end of each term. Some textbooks come with a CD. Those CDs must be returned with the textbook. If an employee wishes to purchase any of the provided textbooks for their personal libraries, they may be purchased at the "used" book price when the book is returned at the end of the term.

Textbooks NOT returned at the end of the semester will be charged to the student’s account and appropriate action will be taken to clear this outstanding issue. In the event of employee termination, the full price of the provided textbooks will be withheld from the employee’s final pay.

This award is applicable for all academic terms.

The award will be revoked if:

- (1) The employee is placed on academic suspension; or
- (2) The employee does not return all textbooks at the end of each semester or make arrangements to buy the textbooks.

Once the award is revoked, it will not be reinstated.

III. Clarifying Points

This award applies to UACCB employees enrolled in credit courses offered by UACCB and the required textbooks are part of the normal inventory of the UACCB Bookstore.

Adopted: August 21, 2006

Revised: June 28, 2007

UACCB Employee Book Award

Name: _____

Employee Number (On your pay stub): _____

Academic Year: _____ Fall ___ Spring ___ Summer ___ Other _____

Vice Chancellor for Finance: _____

IMPORTANT NOTICE TO UACCB EMPLOYEES

This award covers textbooks (new or used – whatever is available) only.

- Consumable items such as workbooks, lab manuals, art supplies, calculators, foreign language tapes, computer diskettes or CDs, paper, pens, study guides, pencils, markers, highlighters, etc. are not covered by this award.
- Textbooks covered by this award must be returned to the UACCB Bookstore at the end of this term. Textbooks not returned at the end of the term will be charged to your UACCB student account. Only UACCB credit courses are covered by this book award.
- Some textbooks have CDs included in the purchase price. Those CDs must be returned with the textbook.
- Employees who wish to purchase a textbook for their personal library may purchase the book with personal funds at the end of the term at the used book price.

I have read, understand, and agree to the conditions of this award as stated above and in the UACCB Operating Procedure 425.1. Attached is a copy of my student account summary which includes my class schedule.

Signature: _____ Date: _____