

## Book Prepay Instructions

Students may pay for books in person at the time of purchase in the bookstore. The following procedure is for those students or parents who wish take care of this expense in advance. To prepay for your students' books, please contact or email with the following information:

1. Student Name
2. Student ID #
3. Students preferred contact email and phone #
4. Your contact information (if not the student)

Once received, the Bookstore staff will assemble the total amount of materials on hand and get back to the payer for payment. Students may pick up their books with their student ID badge when classes begin.

### PLEASE CONTACT:

Matt Luney, Bookstore Manager  
651-361-3401  
matt.luney@mcnallysmith.edu

**\*\* Please note** - depending on when you contact the bookstore, all the materials may not be on hand at that moment and therefore will not be charged to the payer at that time. Once the absent materials arrive, you will be contacted again and payment for those books may be made at that time. Occasionally instructors will change or recommend other texts as the semester begins. This will be handled on a case by case basis as these extra materials will not necessarily be disclosed in the initial prepay process.

- Returns or exchanges will be given within the first 2 weeks if class. Students who have their materials prepaid **MUST** present a copy of the receipt for all returns and exchanges. A receipt will be emailed to the payer at time of purchase, please forward to the student. Students cannot receive cash back for returns paid for over the phone. In store credit will not be given for prepaid returns, refunds must go back on original payers card / form of payment.
- However, certain exchanges may be handled on a case by case basis, if the exchange item was prepaid and the student wishes to exchange for other required materials. This may be allowed with differences in cost either paid by the student or refunded to the original payers card. Credit for returns is not an option as we want to ensure payers that the money is being used for materials exclusively.