

## **Dorsey Schools**

### **Textbooks & Supplies Opt-Out Policy & Procedures**

The cost of textbooks and supplies required for completion of each program of study at all Dorsey Schools locations is included in the total tuition cost. The amount of tuition and fees for a student's program is located on the Enrollment Agreement.

By including the cost of textbooks and supplies required for each program in the total tuition amount billed to students, Dorsey Schools is able to pass along costs, which are at or below competitive market rates, which helps to reduce the costs for students. In addition, the textbook(s) and supplies are provided to students at the beginning of each scheduled course, so students have the necessary material(s) for their coursework timely.

Students have the right to opt-out of the inclusion of textbooks and supplies cost being included in the total tuition. If a student chooses to assume the responsibility to purchase textbooks and supplies on their own, they must understand their rights and responsibilities of this opt-out request. Listed below are some important responsibilities for students to consider:

- ✓ **The student will be responsible to purchase all resources that are required for each course.**
- ✓ **The student is fully responsible for purchasing and receiving all required textbook(s) and supplies for each course on or before the third day of the course. They should understand that the costs incurred to purchase these will likely be higher than the cost included in program tuition.**
- ✓ **If for any reason the student does not obtain their textbook(s) and or supplies timely, it is not the responsibility of Dorsey Schools (faculty or staff) to provide any accommodations.**
- ✓ **Once a student opts-out of including the costs of textbooks and supplies in the tuition cost for their program, the request cannot be reversed.**
- ✓ **The student must opt-out prior to starting a new program and the request is effective for the duration of each program enrollment. This option is not available for any periods of re-entry into the same program.**

During the enrollment process, the student will initial their choice to opt-in or opt-out on their Enrollment Agreement. Choosing to opt-in indicates their agreement to include the costs for textbooks and supplies provided by Dorsey Schools, in the total tuition.

If a student chooses to opt-out, they will complete and submit the Textbook and Supplies Opt-Out Form, along with copies of their Enrollment Agreement and the Textbooks & Supplies List for their program of study, to the Financial Aid Office for processing. The total amount listed on the Textbooks & Supplies List for their program will be deducted from the amount of tuition listed on the Enrollment Agreement; the remaining amount of tuition will be prorated over the length of the program, by the number of credit or clock hours scheduled each term or payment period.

Below are links to the Textbooks & Supplies List by Program and the Student Opt-Out Form:

Textbook List - <http://www.dorsey.edu/wp-content/uploads/2016/08/DS1300-Textbooks-Supplies-List-by-Program.rev-8.11.6.pdf>

Opt-Out Form - <http://www.dorsey.edu/wp-content/uploads/2016/08/DS1301-Textbook-Supplies-Student-Opt-Form-1.pdf>