

WITC Personal Care Worker RECEIPT and ORDER FORM for TEXTBOOK and COURSE SUPPLIES (6/17)

DATE _____
 STUDENT ID # _____
 STUDENT _____
 NAME _____
 STREET _____
 CITY _____
 STATE _____
 ZIP _____
 STUDENT _____
 SIGNATURE _____

CLASS TITLE: PERSONAL CARE WORKER PROGRAM 30-510-308

<i>Mosby's Textbook for Long-Term Care Nursing Assistants, (6th Ed) and Skills DVD (4.0)</i> ISBN 9780323326971	\$93.25	
Personal Care Worker Course Syllabus (2017-18)	\$6.70	
Posey Gait Belt (<i>highly recommended, but not required</i>)	\$8.85	
Shipping & handling		\$ 7.00
Sub Total		
Plus tax (Sub Total x .055 = Tax due)		
TOTAL DUE		

METHOD OF PAYMENT: CASH CHECK CREDIT CARD VENDOR (please attach letter of authorization)
 M/C VISA DISCOVER

CREDIT CARD NO. _____ **EXP DATE** _____ **Verification#** _____
CREDIT CARD NO. _____ **EXP DATE** _____ **Verification#** _____

PRICES ARE SUBJECT TO CHANGE

Books and course supplies are available at all WITC Campus Bookstores

- ✓ **If textbook and course materials will be paid for by a third-party agency, authorization must be sent to the bookstore along with the order form. Orders will not be filled without payment.**

Thank You!

WITC BOOKSTORES

*Ashland*New Richmond*Rice Lake*Superior

RETURN POLICY

- Refunds for textbooks purchased for the current semester are allowed through the **first 5 business days** from the **start of the semester**. Summer session books are refundable **2 days** from the start of the class.
- After the first 5 or 2 business days, refunds will be allowed for **24 hours** from the date of the receipt.
- A cash register receipt must accompany all refunds.
- Books must be returned in the purchased condition.
- If a shrink-wrapped textbook is opened, it may not be returned.

Please note: There is a \$25.00 charge for any returned check.

Sell your books for cash at the end of the semester book buyback. Watch for times and dates.

Thank you!