

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3107 College Store Learning Materials	Page 1 of 3
Primary Policy: FP 3107 College Store Learning Materials	
Associated Policies: GAP 1101 Debts to the College; SP 2710 Financial Aid Programs	
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2115 Disability Services for Students; FR 3109 Student Refunds	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 12-09-2015	Last Revision: 05-19-2021

Three Rivers College provides students with access to physical and digital course materials through the College Store. The College Store supports the learning environment and is committed to providing the academic community with the tools needed to succeed. The College Store is operated as an auxiliary enterprise, which is managed as a financially self-supporting activity. The primary location of the College Store is on the Poplar Bluff Campus. The College Store provides services to external locations as appropriate. The College Store provides the College community with products and services to support student success, such as required physical and digital course materials covered under the Resource Fee. In addition, students may purchase optional course materials, computers, school supplies, and clothing using cash, check, credit card, or excess financial aid.

Resource Fee

In support of the learning environment, the Resource Fee provides access to required physical and digital course materials.

To ensure adequate inventory of physical course materials for all locations, The College Store recycles all physical course materials, and the following apply:

- Students taking classes at the main campus or at an external location (Cape College Center, Sikeston, Kennett, and Dexter) should pick up their physical course materials at the location the classes will be taught.
- Dual Credit students will receive their physical course materials at the high school.
- Students at other locations or on the web will pick up physical course materials from the location where any other classroom courses are taught or at the location nearest to their residence address on file.
- Online ordering is available to any student taking courses with physical course materials and will be shipped to the provided address.

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- Digital course materials are provided through the Blackboard Learning Management System (LMS) per instructor.
- Students needing additional or alternative accommodations should contact the Office of Disability Services.

To ensure accurate distribution of physical course materials, students must present their class schedule and student ID upon pickup.

All required physical course materials remain the property of the College and must be returned by the last day of finals of the semester first checked out. Failure to return a physical course material in a timely manner will result in additional charges up to and including full replacement cost of the physical course material. Students can view their current physical course materials checked out at any time on the College Store website.

Merchandise Available for Purchase

Optional materials are available for purchase in the College Store with cash, check, credit card, or excess financial aid. Excess financial aid is defined as financial aid more than amounts owed to the College for tuition and fees or other balances. The College Store follows all federal and state laws and regulations with regard to students' Federal Financial Aid, grant aid, and scholarships.

To use excess financial aid for purchases in the College Store, the type of aid must allow the type of purchase the student wishes to make. For example, some aid types do not allow the purchase of optional course materials, others only allow the purchase of required course materials and still others allow any type of educational expense including meal plans and computers. There must also be sufficient excess financial aid to cover the purchase. Students are responsible for knowing the amount and limitations of their type of financial aid.

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DOCUMENT HISTORY:

- 12-09-2015:** Initial approval of regulation FR 3107 College Store Learning Materials.
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
- 05-19-2021** Clarified access and purchase of required physical and digital course materials covered under the Resource Fee.