

**ADP Bookstore**

2600 SE 98<sup>th</sup> Ave. Suite 200, Portland, Oregon 97266

Email: [adpbookstore@warnerpacific.edu](mailto:adpbookstore@warnerpacific.edu) Phone: 503-517-1556 Fax: 503-517-1551

Open Hours: Mon.-Thurs. 12-7pm and Fri. 12-4pm



**ADP Textbook Credit Request** (All fields must be filled in to process request.)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Title of Books(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please choose one:**

Please credit my account; I Dropped Course ID # \_\_\_\_\_ on \_\_\_\_\_ (DATE)  
and returned the above referenced textbook(s) to the ADP Bookstore within 5 days.

Please credit my account; I am retaking Course ID # \_\_\_\_\_  
and already received the above referenced textbook(s) in \_\_\_\_\_ of \_\_\_\_\_.  
Month Year

**All requests for textbooks must be submitted in writing to the ADP Bookstore. Students may do so in one of the following ways:**

- Complete form, sign and return to the ADP Bookstore at the Centre 205 campus
- Complete form, sign and fax to (503) 517-1551.
- Complete form, save, and attach it to an e-mail sent from your Warner Pacific email account to [adpbookstore@warnerpacific.edu](mailto:adpbookstore@warnerpacific.edu) (Submitted as an attachment through your Warner Pacific e-mail account, your email will count as your signature.)

**Warner Pacific has a 5 Day Return Period Policy for all ADP Textbooks.**

Students have **5 days after submission of their DROP form** to return their textbooks to the ADP Bookstore. Textbooks must be received in new condition. If textbooks are shrink-wrapped, the shrink-wrap must be intact. **After 5 days, textbooks are no longer eligible for return.**

*Please sign verifying you have read and understand the educational and financial policies as stated in the ADP Bulletin and agree to pay all charges resulting from this request.*

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

Roster Updated \_\_\_\_\_