

RETURNING YOUR TEXTBOOKS

FALL 2020: On-campus students can either return their textbooks to the IAIA Campus Bookstore, or follow the below steps. All textbooks returned to the Campus Bookstore must be returned by the end of the semester, **DECEMBER 11, 2020**. Students mailing back their textbooks via UPS must have them postmarked by **DECEMBER 18, 2020**. No late textbooks returns will be accepted. If your books are not returned on time your student account will be charged 50% of the list price of the books.

FOR ALL CLASSES ENDING IN OCTOBER, PLEASE RETURN BOOKS TO THE CAMPUS BOOKSTORE AS SOON AS CLASSES ARE FINISHED

(Distance-Learning students, please follow the below)

Returning your textbooks is easy, fast and free!

You must use UPS to mail your textbooks directly to eCampus (not to the Campus Bookstore).

By following the directions below you will avoid charges, and **shipping is free.**

1. Visit your eCampus account at iaia.ecampus.com.
 2. Click on the LOGIN button located under My Account.
 3. Enter your username and password. If this is your first time signing in: Your eCampus username is your email address. Your eCampus password is your Student ID.
 4. Click on Manage My Rentals/Returns or Return Rentals located in the grey or teal bars at the top of the screen. An Account Alert also appears when it is time to send back your books!*
 5. Click the “Return At End of Term” button.
- You will see a list of books to return to eCampus for the end of the semester. Simply mark each of the “Ship this book back for free” boxes for the items you wish to return.*
6. Click the Print Label and Complete Return button.
 7. Print your Shipping Label and Packing Slip.
 8. Place the packing slip inside your box and place the label on the outside. **You MUST have the packing slip inside the box in order for this return to be processed and to avoid late fees.**
 9. Take your package to the nearest UPS store and send it off! Woohoo!!
 10. If you have any trouble along the way, please email us at bookost@iaia.edu ASAP.