



Options to Return/Replace Lost Textbooks

1. **Personally return** the exact textbook issued to student (as per student invoice) to ARGS as soon as possible.
2. **Mail in the exact textbook** issued to student (as per student invoice) to ARGS, attention Office Manager, as soon as possible.
3. **Replace the textbook** using the ISBN information provided on the invoice as soon as possible. There are multiple websites to secure replacements, such as Amazon or E-bay, and the replacement must be the equivalent condition to the book that was issued to the student. (For example: If the student was issued a new book, then a new book must be purchased. If a used book in good condition was issued, than a used book in good condition must be purchased.)

When purchasing books/textbooks from the internet, please have them shipped to ARGS to the attention of Office Manager/Student's Name (to avoid you having to pay a second shipping charge if you shipped items to your home address), and fax a copy of the receipt to the Office Manager at 804-722-0201.

4. **Pay the textbook replacement fee** (as per the student invoice) to ARGS as soon as possible. (This option not available on the OSP – Online School Payment website.)

*Option 1 or 2 are the preferred methods of return/replacement. Books must be returned/replaced as soon as possible. **Do not** wait until the first day of school to return/replace books as the books need to be removed from the student's account by the Office Manager, and then they are returned to the teachers' inventory in preparation for issuance for the new school year.*

NOTE: If the student believes any outstanding book on the enclosed invoice is an error, he/she may come to ARGS during normal summer operating hours (Monday through Thursday, 8am – 4pm) and search the teacher's inventory in an attempt to locate the textbook(s) in question.

Thank you for your anticipated cooperation.