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**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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Title: GENERAL BOOKSTORE POLICY	Code: HH0100
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Policy Reference: N/A

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The MATC Bookstore will operate as a service to the students, faculty, and staff of the school consistent with industry standards as established by the National Association of College Stores.

The Bookstore Return Policy and the Book Buy Back Policy will be posted on the Bookstore's web page on MATC.edu.

Customers will receive an itemized cash register receipt and written copy of the Return policy with all purchases.

Textbook prices will be posted on the Bookstore's web page on MATC.edu well in advance of the each semester.

