

## **Book Orders**

- Ensure books are ordered prior to program start date
  - These instructions are for non-sponsored students. Northwest College will be placing an order for all sponsored students.
1. Go to [http://bookstore.saskpolytech.ca/princealbert/buy\\_courselisting.asp](http://bookstore.saskpolytech.ca/princealbert/buy_courselisting.asp)
  2. Choose from “term” drop down menu - “Regional Colleges”
  3. Select a Department – click on “North West RC – North West Regional College”
  4. Select a Course – select your program
  5. Select Books and enter quantity (scroll to choose items)
  6. Click on purple button “purchase” (bottom of page)
  7. Select “View Cart” (top of page)
  8. Select “Continue to Checkout” – Create an account or login - Process Payment
  9. Shipping Options:
    - a. You must have your books shipped to the North West College campus where your program will be based out of. You will be contacted for pickup when they arrive.

*Attention “Your Name – Program Name”  
North West College  
10702 Diefenbaker Drive  
North Battleford, SK S9A 4A8*
  10. If you need assistance with your online book order, please contact the Bookstore Call Centre at 1-866-569-8398. (Monday to Friday, 8:00am-4:30pm)

**NOTE:** If you purchased used textbooks, please make sure they are the correct edition.

## **Sask Polytechnic Bookstore Returns Shipping Policy**

### **Textbooks/Course Manuals/Supplies**

#### **Materials are returnable if:**

- Accompanied by original receipt
- Returned within 14 days of date of the program start/semester start date
- Material is in saleable condition as determined by the Bookstore
- Shrink-wrap or other packaging is intact
- Not deemed as a non-returnable item (these items are marked “non-returnable”)

### **Software Return**

Defective software will be exchanged for the same item when accompanied by receipt. Otherwise, software is non-returnable.

## **Return Policy Instructions**

**Shipping charges for items returned are the responsibility of the purchaser** unless as a result of an error made by the Bookstore. Should the return postage not be paid in full, it will be deducted from your refund. Repackage your item(s) in the original packaging or in an appropriate cardboard box and include the packing slip and/or receipt with your return.

### **Ship your return to the following address:**

Attn: Returns Department  
Prince Albert Campus Bookstore  
Saskatchewan Polytechnic Prince Albert Campus  
1100 15th Street East  
Prince Albert SK S6V 7S4

## **Return Shipping Options**

There are 2 shipping options to return items from your order:

**Expedited Canada Post** - Standard method of shipping, unless otherwise specified usually takes 5-7 business days. *(Remember the 14 day return deadline)*

**In-Store Drop-off** - Please make arrangements at the Prince Albert campus bookstore for drop off and hours of operation.

**\*\*Your original receipt must be included in your return package. Make a copy for yourself first before you ship it back.**