

## Duke Kunshan University Undergraduate Textbook Fee Opt-In Form

Duke Kunshan University (“DKU” or the “University”) Undergraduate Program expects that students obtain textbooks (including, but not limited to, printed books, eBooks, and software) through legal channels. For convenience of students, the Learning Resources Management at DKU Library is assigned to purchase and deliver required textbooks to students prior to the beginning of each session. The textbook fee is charged to the student account and deducted from the student’s direct deposit.

The deposit for the required textbooks is used for every course students enroll in, and it covers the book price, import fee, freight charge, tax and any other relevant expenses required in the ordering and delivery of the textbooks. The University **DOES NOT** make any profit from the purchase or delivery.

Students may complete this Textbook Fee Opt-In Form 6 weeks before the new session billing date if they prefer to obtain their required textbooks through DKU Library. **The opt in option remains in effect for all future sessions in which the students are enrolled at DKU, unless an opt out form is submitted to cancel the opt in option.**

**Request** (To be completed by the individual requesting a textbook fee deposit)

☐ I request to be charged for the textbook fee.

### **Individual Acknowledgement:**

I hereby confirm that I am fully informed of the current DKU Textbook Policy. By electing to opt in of the textbook fee deposit, I understand that I am responsible for paying the textbook fee and get my required textbooks through DKU Library.

I also understand that DKU Library will be responsible for distributing my required textbooks, unless I submit the **opt out form** 6 weeks ahead of the billing date of the next term. The opt in option remains in effect for all future sessions in which I am enrolled at DKU.

By my signature, I acknowledge that I have read, understand, and agree to the above statement, and I hereby submit my request for an exemption.

Student NetID \_\_\_\_\_

Name \_\_\_\_\_  
(Please print)

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Instructions:**

Please submit this form to the following office:

Duke Kunshan University

Attn: Learning Resources Management, DKU Library

#1010, Duke Kunshan University Library  
No. 8 Duke Avenue, Kunshan 215300  
[ug-textbook@dukekunshan.edu.cn](mailto:ug-textbook@dukekunshan.edu.cn)

**Learning Resources Management Use Only:**

Received by: \_\_\_\_\_

Date \_\_\_\_\_

**UG Bursar Use Only:**

Received by: \_\_\_\_\_

Date \_\_\_\_\_