Book Return Form

In order to receive a full refund of your material deposit, you must return **ALL bound volumes** listed below (covers and all pages – they do not have to be in good condition) to BARBRI by **March 31** for the February bar.

Note: There is NO EXTENSIONS on this date. Refunds will NOT be processed for materials received after the deadline (and materials will not be returned).

Books may be returned in person to any BARBRI office. If you ship your books, they should be sent via FedEx or UPS to:

BARBRI Book Return
46555 Humboldt Drive, Ste 103
Novi, MI 48377

PLEASE NOTE: We strongly encourage returning your books by UPS or FedEx. If you must return your materials by US mail, we suggest that they be insured for the amount equal to the security deposit and that a signature be required upon delivery to BARBRI. We do not bear the risk of lost, stolen or damaged packages.

Refunds by check and credit card will be processed within 45 days of the receipt of materials. Refunds will only be processed once, therefore, all books must be shipped in one package.

PLEASE INCLUDE THIS SHEET WITH YOUR MATERIALS

Date _____

Returning Materials from the:

☐ Summer ☐ Winter 20_____ _____ Bar Review Course
State

ID# _____

Name: _____

Email: _____

Daytime Phone: (____) _____

Address where check should be mailed (if CC cannot be refunded or if check is preferred)*:

_____

_____

Last four digits of AMEX, MasterCard, or Visa card used to pay for the course*:_____

Exp. Date*: _____

*Only a credit card used to pay your tuition can be refunded. Your local BARBRI office cannot provide your credit card information. Please provide a current address as a precaution in case a check needs to be sent.

Returned:

☐ Louisiana Code Outline Book

☐ Louisiana Non-Code Outline Book

☐ State Specific Essay Book

☐ Lecture Handout Book

FOR OFFICE USE ONLY:

Book Deposit Paid/Refunded: $____

Refund Date: _____ Initials: _____

BARBRI of Michigan
46555 Humboldt Dr. Ste 103
Novi, MI 48377
248.624.3200 • Fax 248.624.3939

BARBRI BOOK RETURN INSTRUCTIONS

How does the refundable deposit work?

- **The book return is optional. If you return the books to receive the refundable material deposit, ALL books must be returned to BARBRI by March 31 for the February bar per the instructions below.**

- **If you return the books but subsequently need to retake the course, you must pay a $250 refundable book deposit for another set.**

- **If you keep the books and subsequently need to retake the course, you may not exchange the books for a new set. You will be required to pay a $250 refundable deposit for new books.**

What materials must I return, when and how?

●**Book Return Form:** Please complete and include the Book Return Form (other side) in your package.

●**Return Materials: All books** listed on the Book Return Form must be returned **by March 31 for the February bar** to receive the refundable deposit. **There are NO EXTENSIONS: refunds will NOT be processed for materials received after the deadline and materials will not be returned.**

- **In Person**
  - You may return your books in person to any BARBRI office; however, shipping to the address below is recommended.
- **Ship**
  - You may ship your books **to the Michigan office only:**

    BARBRI Book Return,
    46555 Humboldt Drive, Ste 103
    Novi, MI 48377
  - *We recommend using FedEx or UPS – we do not recommend using USPS. We also recommend getting delivery confirmation for your shipment in the event the shipment is lost.*
  - Please mark which state book set is being returned in large letters on the outside of the box, e.g. "CO (Your State) BOOKS."
  - Include the Book Return Form inside your package.
  - BARBRI is not responsible for lost, stolen or damaged packages, so please use appropriate packaging and purchase insurance equal to the amount of the security deposit.
  - BARBRI will not issue "good faith" refunds for materials lost in shipment that cannot be tracked or recovered.

How is the refund issued and how long does it take?

● **Payment methods**: Please let us know which method is preferred on the Book Return Form:

- **Check Refund**
  - Please complete and include the Book Return Form in your package. The check will be mailed within 45 days of receipt of your package.
- **Credit Card Refund**
  - Please complete the book return form with the credit card information you want the refund to go to and include the Book Return Form inside your package. Refunds will be processed within 45 days of receipt of materials.

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