

# BOOK RETURN POLICY

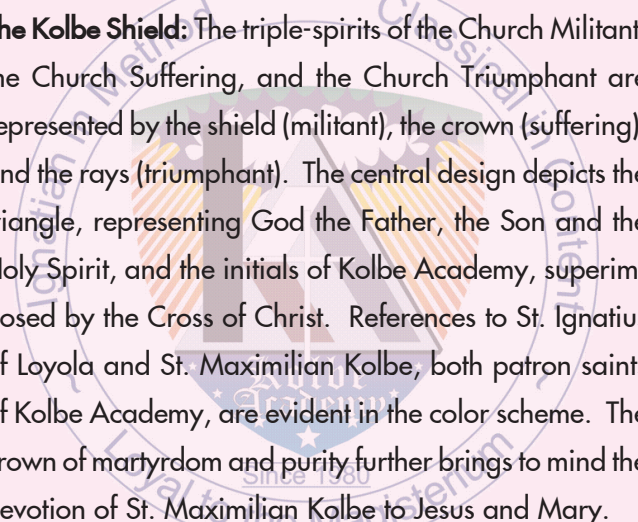
## REFUNDS AND EXCHANGES

- ☞ Once an order is received, a family has **20 days** from receipt of that order to report shortages, damaged or defective books, otherwise the transaction will be considered complete. This does not affect the following 45-day book return policy.
- ☞ Books can be returned for a full refund within 45 days of purchase, if they are in new condition. Damaged, used or less-than-new books will receive a 30% refund if the book is in good condition, is still used in the core curriculum and can be resold by Kolbe as a used book. Consumable workbooks that are written in, even in pencil and only a few pages, may not be returned for a refund. In order to receive a refund for books that are sold as a set, e.g. Saxon Math, two book study guides, etc., all pieces must be returned.
- ☞ When returning used books for a 30% credit, **please call to verify** the books are still being used in the core curriculum. Kolbe will not give credit nor return to sender books not being used. The sender may pay postage to have such items returned.
- ☞ Shipping & handling charges are non-refundable and a \$1.00 re-stocking fee is charged for each new book returned. The restocking fee is not charged for returned used books. The cost of return mailing is the responsibility of the sender, unless the item being returned was damaged in the original mailing or was sent in error.
- ☞ If a book is returned for exchange, the request is considered a new book order and is charged shipping & handling, plus a \$1.00 restocking fee (unless the exchange is due to an error on our part). Please remember to add the shipping and handling cost to your payment by check or money order. Remember to factor in the restocking fee in your calculations.

The following pages contain listing of the subjects and books recommended in the Kolbe syllabi and course plans. Prices are subject to change. Most current prices can always be found at our online book store at [www.kolbe.org](http://www.kolbe.org). Member families are not required to buy all, or any, of the books for a given grade from Kolbe, but we do appreciate your business!

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**The Kolbe Shield:** The triple-spirits of the Church Militant, the Church Suffering, and the Church Triumphant are represented by the shield (militant), the crown (suffering), and the rays (triumphant). The central design depicts the triangle, representing God the Father, the Son and the Holy Spirit, and the initials of Kolbe Academy, superimposed by the Cross of Christ. References to St. Ignatius of Loyola and St. Maximilian Kolbe, both patron saints of Kolbe Academy, are evident in the color scheme. The crown of martyrdom and purity further brings to mind the devotion of St. Maximilian Kolbe to Jesus and Mary.