



Sasin Textbook Policy 2024 MBA & Executive MBA

Textbooks can be obtained at the Sasin Library on the 6th Floor. An announcement will be sent to students when textbooks are available. The textbook policy for MBA and Executive MBA students is as follows:

Textbooks will be distributed to students who have completed the two components of the registration process, namely, **registering AND paying the tuition fee.**

1. Please pick-up your course materials within **two weeks** of the start of each course. When receiving textbooks, you should inspect them for any damage. If you notice any damage, Please ask for the new replacement on the same day.
2. You must present your **Sasin ID** whenever picking up textbooks. If someone else picks up your course materials for you, that person must present a clear photocopy of his/her ID card with your signature of authorization for all the textbooks you wish to be picked up.
3. If you **drop** or **change** courses, you **must** return the textbooks of the **dropped** courses or changed courses to the library before obtaining the course materials of all other courses. If you want to keep the textbooks of the dropped courses or changed courses, you must pay for the initial purchase first before obtaining all remaining textbooks.

3.1 Textbooks must be returned in the same condition as received no marks or highlights, bent corners, or scratches. Otherwise, the textbooks cannot be returned and students will be charged for the cost of the textbooks.

3.2 E-Books, digital access codes and simulations cannot be returned if codes have been activated.

Remarks:

- Textbooks include course textbooks, e-textbook access codes, course packets, simulations, other printed and non-printed materials assigned by instructors and distributed via the Sasin Library.
- Sasin reserves the right to update or modify these terms and conditions at any time without prior notice.