**Student Opt-Out of Policy for Inclusive Access or Institutionally Provided Course Materials**

Purpose

To ensure compliance with 34 CFR § 668.164(c)(2)(i)(C), this policy outlines the rights and procedures for students to opt out of institutionally provided books and supplies that are bundled as part of tuition and fees under an inclusive access model.

Policy Statement

Sauk Valley Community College allows students to opt out of institutionally provided books and supplies that are included in the cost of tuition and fees. Students who opt out will not be charged for those materials and are responsible for obtaining the required course materials independently.

Opt-Out Guidelines

1. Eligibility to opt out
	* Students may opt out of receiving institutionally provided books and supplies before the deadline published for each term.
	* Opting out applies only to courses and materials where the cost is included in tuition or fees and does not apply to materials purchased separately.
2. Student Notification
	* Students will be informed of:
		+ The courses and materials covered under the inclusive pricing model
		+ The total cost is included in tuition and fees
		+ The opt-out deadline and process
3. Opt-Out Procedure
	* Students must complete the opt-out process using the College’s online portal.
	* Confirmation will be sent to students once their opt-out has been processed.
	* Students who opt out are fully responsible for obtaining the required materials by the start date of the course.
4. Effect of Opting Out
	* Charges for books and supplies will be removed from the student's account where applicable.
	* Students who opt out will **not** have access to institutionally provided digital or physical materials and must procure them through other means.
5. Recordkeeping
	* The College will retain records of all student opt-out elections per Title IV record retention requirements.