

# Memo

**To:** North Park University's School of Business and Nonprofit Management (SBNM) Students  
**From:** Chiku Jallah, SBNM Operations Coordinator  
**Date:** Effective Fall 2010  
**Re:** Course Supplemental Materials Return Policy

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Course supplemental materials may be returned for a full refund if all of the following conditions have been met:

- The student officially dropped the class for which the materials were being used.
- The materials are returned in the same condition as when received.
- The materials are returned no later than three weeks after being received.\*
- All returns must be made to Chiku Jallah at the SBNM.

Please note that shipping charges are not refundable, and that refunds will be made directly to the student's university account.

Please also note that although some articles and cases may be available on Blackboard, copyright fees may be charged to your account for items that require clearance.

North Park University  
School of Business and Nonprofit Management  
Attn: Chiku Jallah  
3225 West Foster Avenue, Box # 27  
Chicago, IL 60625

If you have any questions or concerns, please feel free to contact Chiku Jallah at [cjallah@northpark.edu](mailto:cjallah@northpark.edu) or at (773) 244-5229.

\*In the case of online classes, students must notify the SBNM and request a refund no later than 3 weeks after the week that the material was to be used.