

YOUR NEW  
**BOOKSHOP ACCOUNT**

*students*

see next page for information on how to use your account.

Congratulations on receiving your new Bookshop Account. Your account user name will be the same as your Student ID number e.g. S0123456 and your online password will be your 10 digit phone number. Only the account holder may use this account.

### **Account Terms and Conditions**

Your account has a \$500 credit limit, as well as any starting funds that have been applied. You may redeem your credit by charging to this account, either in one transaction or over multiple purchases. If you charge goods worth more than the value of your credit, you will see this outstanding amount due on your next monthly account statement. After using your credit, you are welcome to continue charging to your account as long as it does not exceed the \$500 credit limit and you settle any outstanding balances within 30 days of receiving your statement.

You are not able to redeem unused credit for cash and no change will be given. Your account will expire when you stop being a student of the university and any unused credit will be forfeited at that time. We encourage you to use your credit before this occurs.

The CQUniversity Bookshop Terms and Conditions also apply to use of this and all facilities associated with the Bookshop (including online and in-store shopping). As stated therein, placing an order with CQUni Bookshop constitutes an agreement to abide by these terms and conditions in so far as they do not violate statutory consumer rights.

You can read these Terms and Conditions online at <http://bookshop.cqu.edu.au/help.asp#Terms&Conditions>

### **Paying Outstanding Balances**

You will receive monthly Bookshop Account statements with any outstanding balances. These can be paid by phone on 07 4930 9421 or in person at any of our Campus Stores ( see: [bookshop.cqu.edu.au/stores.asp](http://bookshop.cqu.edu.au/stores.asp) ).

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[bookshop.cqu.edu.au](http://bookshop.cqu.edu.au)

**BE WHAT YOU WANT TO BE**

# YOUR NEW BOOKSHOP ACCOUNT

## Using your Account In Store

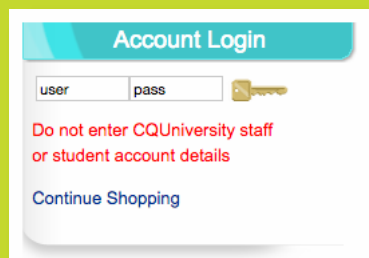
Using your account in-store is easy – just quote your Student ID as your Account Name and our friendly staff will assist you. You can find a list of our Campus Stores at <http://bookshop.cqu.edu.au/stores.asp>

## Using your Account Online



1. Click the Account Login link on the top-left of our website.
2. On the Account Login page, enter your Student ID and 10 digit phone number as username and password and click LOGIN.
3. Your account name will now appear. Click 'Continue Shopping'
4. Order as usual on our website, adding textbooks, stationery and university memorabilia to your cart
5. From the checkout, choose either Freight or one of our free Hold for Collection options.
6. On the confirmation page, fill in ONLY the Charge to Account section at the top. Use your first name as the Account Reference, and ignore the Cost Code section.
7. Submit your order using the red Charge/Pay on Account button. Do not fill in the Pay Online section unless you want to pay using a credit card and bypass your account facility. Note we will not convert orders paid by credit card to account charges.

If you have any questions, our website has Call Back and Request forms as well as Store Contact details.

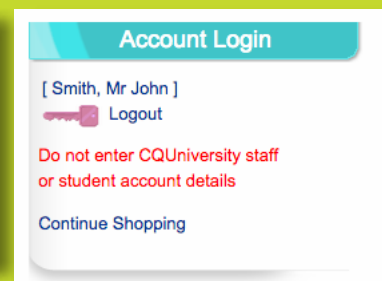


Account Login

user pass

Do not enter CQUniversity staff or student account details

Continue Shopping



Account Login

[ Smith, Mr John ] Logout

Do not enter CQUniversity staff or student account details

Continue Shopping



Charge to Account — Step 2/3

ACCOUNTS ONLY

Account 1212 \*

Password \*\*\*\* \*

Reference John \*

Cost Code CQU Only (no spaces)

Email j.smith@hotmail.com \*

Phone 07491111111

Delivery Address & Comments Flat 1, Acacia Road, Narrabri, NSW 2390 \*

CHARGE/PAY ON ACCOUNT

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