

# Instructions for returning your textbooks

If your student is graduating or no longer enrolled with WVL, please see instructions below for returning your textbooks/materials.

1. WVL will provide you with a FedEx prepaid label. If you do not have a label please contact Diane Scheftgen at 262-692-2489 X293 or [dscheftgen@nosd.edu](mailto:dscheftgen@nosd.edu). A label can either be mailed or emailed to you.
2. Place textbooks/materials in a sturdy box with cushioning materials, seal with shipping tape and affix the label over the existing label. Remove or black out any old shipping labels, including the original bar code. If you have a non-adhesive label, use shipping tape to affix the label to the box.
3. There are 3 options for returning your textbooks.
  - Go online to [fedex.com/grd/rpp](http://fedex.com/grd/rpp) and follow the prompts.
  - Call 1-800-463-3339 and say "PRP ground return pickup" WVL's account # is 6920590. FedEx will pick up at your home, let them know you have the prepaid ground return label(s). If you have any problems, dial 0 for customer service OR contact Diane Scheftgen at 262-692-2489 X293 and she will schedule the return for you.
  - Drop off your return at a FedEx location. To find your closest drop off location visit [fedex.com](http://fedex.com) or call 1-800-463-3339.
4. If you are withdrawing from WVL, we ask that all materials be returned within 10 business days of receiving your label(s). Failure to return your materials may result in your account being placed into collections.