Appendix C: Summer Textbook Loan Form

Christian Alliance International School
SUMMER TEXTBOOK LOAN FORM 20__

Student Name: _____(G.)
Last Name First Name Middle Name

Subject	Textbook Title	Approval		Barcode #	Book Condition	
		Teacher	Admin		Out	Return

Book condition: A (New), B (Good), C (Fair)

- Damage/lost deposit: HK $1,000/book (The cheque will be given back to you when the book is returned)
- Check-out dates: _____
- Due date: _____ (1 week before next school year)
- Late charge: $1/day (Overdue fine will be charged for the late return after _____).
- Books overdue for 14 days will be considered as lost. Replacement costs will be deducted from the cheque.
- For any enquiry, please email to library@caisbv.edu.hk.

Please follow the step by step procedure

○Be sure all of the **non-shaded** areas are completed
○Submit a cheque for the damage deposit to the **Library (3/F)**
○Collect the textbooks from the **Library (3/F)**
○Return the textbooks with the Loan Form to the **Library (3/F)** (Barcode # and Book Condition will be checked by Library personnel
○ Bring your copy of the Loan Form to the **Library (3/F)** to arrange for the return of the damage/lost deposit. (less any cost of damage assessed by the Library)

FOR LIBRARY USE ONLY	
Item(s) CHECKED OUT date:	Item(s) RETURNED date:
Amount: HK $	Refund amount:
Cheque number:	Librarian:
Cheque received by:	
FOR OFFICE USE ONLY	
Refund issued date:	Refund issued by:

Refund information

Name of payee: _____
Cheque received by: _____ (student or parent)
_____(Date dd/mm/yyyy)

*Please note the refund will be available at the end of _____ (mm/yyyy).
[FOR OFFICE USE ONLY] [Updated in 2/2020]