

**Christian Alliance International School**  
**SUMMER TEXTBOOK LOAN FORM 2024**

**Instruction:**

1. Please submit this form to the library together with a cheque made payable to “**Christian Alliance International School**”.
2. After the loan period, return the textbooks together with this Loan Form to the library.
3. In case of damage or loss of the textbooks, please return this form and let us know.

Student Name: \_\_\_\_\_ (      )  
Last Name      First Name      Middle Name      Class

Subject	Textbook Title	Approval (Teacher / Admin)	FOR LIBRARY USE ONLY		
			Barcode #	Book Condition	
				Out	Return

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

- Damage/loss deposit: HK \$1,000/book by cheque (made payable to “**Christian Alliance International School**”). The cheque will be returned to you when the books are returned in the same condition. Any loss or damage will be deducted from the cheque.
- Check-out date: June, 2024
- Due date: August 28, 2024
- Overdue charges: HK \$1/day
- 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](mailto:library@caisbv.edu.hk).

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

**Refund information**

Cheque number: \_\_\_\_\_ Bank: \_\_\_\_\_

Cheque received by: \_\_\_\_\_  
Name      Signature

Date: \_\_\_\_\_