## The Lending Library Application & Borrowing Agreement

Student Name:

Student ID#:

## Email Address: \_\_\_\_\_ @ westminster.edu

Cell Phone #:

Campus Box #:

- Borrowers will complete and have verified by the Financial Aid Office that they meet the required financial aid assistance guidelines for using the Lending Library.
- Upon verification of eligibility for assistance, borrowers will complete an Application and Borrowing Agreement prior to receiving the necessary book(s) for use.
- Borrowers are responsible for supplying current information and notifying the Office of Faith and Spirituality if there are any changes.
- Borrowers are subject to the rules and regulations of the Lending Library and are responsible for knowing and observing the rules.
- Borrowers are responsible for the safe and timely return of the materials to the Lending Library. Borrowers should report lost or stolen books immediately to the Office of Faith and Spirituality.
- Borrowers should be aware of the replacement charges assessed for non-returned books.

I have read, acknowledge and agree to the terms and conditions as a participant in the Lending Library Program. In good faith, I will return the book(s) to the Office of Faith and Spirituality at the completion of the semester in which the book(s) is/are borrowed. I agree to abide by the programs policies in order to be considered as a candidate for future semesters. I understand that the book(s) are offered on a first come, first serve basis to approved participants. I acknowledge and understand that failure to return the book(s) at the end of the semester will result in termination from the program and full cost for the book(s) borrowed. In addition, a \$50.00 fine (per book) will be placed on the my student account.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DEPT.	COURSE	SECTION #	INSTRUCTOR	DOOK ICDN #	BOOK COST
(Ex. WRI)	(Ex. 101)	(Ex. 01)	(Last Name)	BOOK ISBN #	(Office Use Only)

Office Use Only						
FINANCIAL AID STATUS:Approved Denied	Date:					
Emailed Student Regarding Status:						
Emailed Student Regarding Book Status:	Books Ready for Pick up					
	Books Ordered					
	Ordered Books Ready for Pick Up					
NOTES:						

## The Lending Laptop Application & Borrowing Agreement

Student Name:	Student ID#:			
Email Address:	@ westminster.edu			
Cell Phone #:	Campus Box #:			

- Borrowers will complete and submit A Lending Laptop Application and Borrowing Agreement form that will be be verified by the Financial Aid Office that they meet the required financial aid assistance guidelines for using the Lending Laptop program.
- Upon verification of eligibility for assistance, borrowers will receive the necessary laptop for use.
- Borrowers are responsible for supplying current information and notifying the Office of Faith and Spirituality if there are any changes.
- Borrowers are subject to the rules and regulations of the Lending Laptop program and are responsible for knowing and observing the rules.
- Borrowers are responsible for the safe and timely return of the Laptop to the Lending Laptop Program.
- Borrowers should report lost or stolen laptop immediately to the Office of Faith and Spirituality.
- Borrowers should be aware of the replacement charges assessed for non-return of the Laptop and any fines that may also be assessed.

I have read, acknowledge and agree to the terms and conditions as a participant in the Lending Laptop Program. In good faith, I will return the Laptop to the Office of Faith and Spirituality at the completion of the semester in which the Laptop is borrowed. I agree to abide by the programs policies in order to be considered as a candidate for future semesters. I understand that the Laptop is offered on a first come, first serve basis to approved participants. I acknowledge and understand that failure to return the Laptop at the end of the semester will result in termination from the program and full cost for the Laptop borrowed (\$1,500). In addition, a \$50.00 fine will be placed on the my student account.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please select the length of time requesting the Laptop Loan and list any special software programs that you may need for classes—that are not standard in MS Office 365.

TERM LENGTH	Start Date (First day of classes)	End Date (Last day of finals	Special Software Needs
Fall Semester			
Spring Semester			

Office Use Only						
Date Application Received:		Date Applic	Application Approved / Denied:			
Financial Aid Status: Ap	pproved[	Denied	Other: _			
Westminster Computer ID #:				(Dell Computer)		
Date Laptop Received by Studer	nt:					
Date Laptop Returned by Student:						
Amount of Charged to Student's Account for non-return of Laptop \$						
Amount of Fines charged to Student's Account: \$ TOTAL AMOUNT CHARGED \$						
Notes:						