



HIGHLANDS SCHOOL

SIGNING OFF RECORD ALL YEAR GROUPS

Full name (*write in block capitals*): Form:

You must return **all** your text books and library books between now and 28th June to obtain a full refund of your book deposit (no partial refund of the book deposit is offered). This form must be completed in full, stamped by the Library and handed in to the Main Office by the deadline of **12th July 2019**. No refunds will be made for forms handed in after this date. Students must return the actual book loaned to them, in a usable condition to clear their account. Language books must be returned to MFL faculty and Maths books to the Maths faculty.

THIS FORM MUST BE COMPLETED IN FULL.

YOUR DEPOSIT WILL NOT BE RETURNED IF THE FORM IS NOT SIGNED & STAMPED

1. Locker number [to be completed by student]:	Contents emptied and padlock removed (keep safe if you are returning in Year 12). Note: Any lockers not emptied by 23rd May will be forced open and contents destroyed.	Locker no:
2. Declaration [to be completed by student]: I confirm that, to the best of my knowledge, I've returned all books loaned to me by Highlands School. Student's signature Date		
3. Student Account on the Library System [to be completed by library staff]: I confirm that all the above boxes have been completed and all books have been returned. Form accepted by Date.....		
4. List any outstanding resources below [to be completed by Library staff only if required]: 		
5. Refunds [to be completed by student]: Refunds will only be made via cheque and sent to the address held on our system. Write the name of the parent/carer the cheque should be made payable to below: Full name: (initial and surname, write in block capitals): Address to send cheque to (write in block capitals):		
6. FINANCE OFFICE USE Confirmed they paid (as some didn't): YES/NO Refund made: YES/NO Date		