To: Library Manager  
Date: ______________

Subject: Request for continuing student to borrow over the December/January vacation period

I believe it is essential for the following student to borrow course-related resources over the vacation period in order to assist them with their TAFE studies.

- Reason:
  - [ ] Classes continue through the holidays
  - [ ] Exam is held during the holidays
  - [ ] Student is continuing their course (e.g. 2 year diploma) and wishes to study over the holidays
  - [ ] Other ____________________________________________  
    ____________________________________________  
    ____________________________________________  

- Student name: ____________________________________________
- Student number: ____________________________________________
- Course/subject: ____________________________________________

Teacher/Head Teacher signature: ____________________________________________

Print name: ____________________ Section: ____________________

Contact number: ________________

Normal loan conditions apply. Students are responsible for renewing items when due, and returning items on time. DVDs & novels may also be borrowed.

STAFF USE ONLY – tick box below when task is done
  - [ ] Note on Symphony record under Extended information tab
  - [ ] Pin number given for online renewals
  - [ ] Holiday hours brochure given to student

STAFF Initials _____