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_____