



# HONG KONG CHU HAI COLLEGE

DEPARTMENT OF JOURNALISM AND COMMUNICATION

EQUIPMENT BORROWING CARD APPLICATION FORM

REF NO: \_\_\_\_\_

Applicant:	Student Number:
Programme and Year:	Tel. No.:

## Terms and Conditions:

1. The card application process takes about 7 working days.
2. The applicant needs to pay a cash deposit of HKD500 to Cashier on 1/F, East Wing.
3. The applicant must report the loss of the card immediately in order to prevent an unauthorized use of the lost card. The applicant may apply for a Replacement card at a cost of HKD50.
4. The refund can only be processed once every academic year.
5. The refund process takes about 21 working days.
6. A cheque will be issued for the refund.

I have read and accepted the terms and conditions above.

<b>Applicant</b>	Signature:	Date:
<b>Deposit HKD500 received by Cashier</b>	Signature & Chop:	Date:
<b>Card received by Applicant</b>	Signature:	Date:

## REFUND OF EQUIPMENT BORROWING CARD

<b>Card received by Studio Management Office</b>	Signature:	Date:
<b>Refund Amount (HK\$ )</b>	Signature:	Date:
<b>Cheque Payee Name:</b>	Signature: (applicant)	Date:
<b>Checked by JCM Admin</b>	Signature:	Date:

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