



CHU HAI COLLEGE OF HIGHER EDUCATION

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.

Applicant	Signature:	Date:
Deposit HKD500 received by Cashier	Signature & Chop :	Date:
Card received by Applicant	Signature:	Date:

REFUND OF EQUIPMENT BORROWING CARD

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

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