



FALL 2017

BOOK & CALCULATOR LOAN CONTACT

NAME: «First_Name» «Last_Name»

ECC ID: «ECC_Student_ID_Number»

CLASS: «Course» («Section»)

INSTRUCTOR: «Prof»

BOOK CODE: «Book_Cal_Code»

CALCULATOR CODE: «Calculator»

«Book_Number»

Please note: It is not necessary to return Access Code cards.

- I understand that the calculator and book I am receiving is a loan; it is my responsibility to return all materials to the KEAS Lounge in the Student Activities Center, South Wing.
- I understand that I am to care for these materials and return them in the best possible condition. Damage to or loss of the materials must be reported to the KEAS Coordinator.
- I understand that I am responsible for the cost of replacing materials by the end of the semester if they are lost or damaged beyond repair. Failure to do so will place a hold on my account and I will not be allowed to register for classes.
- I understand that if I drop any KEAS classes, I must notify the KEAS Coordinator immediately and return all borrowed materials.
- I understand that I am to return all borrowed materials on **the day of my final**. Lost, damaged, and overdue materials may result in a fee charged to my El Camino College account.

I hereby acknowledge that I have read, understood, and agree to the terms and conditions of the KEAS Program Book & Calculator Loan Contract.

(Signature of Student)

(Date)

KEAS PROGRAM STAFF USE ONLY

ISSUE DATE: _____

RETURN DATE: _____

KEAS STAFF INITIALS: _____

KEAS STAFF INITIALS: _____

STUDENT RECEIPT OF RETURN

STUDENT NAME: «First_Name» «Last_Name»

BOOK CODE: «Book_Cal_Code» «Book_Number»

STUDENT ID: «ECC_Student_ID_Number»

CALCULATOR CODE: «Calculator»

RETURN DATE: _____

KEAS STAFF INITIALS: _____