



Southwest Georgia
 TECHNICAL COLLEGE
BOOK LOAN REQUEST FORM

Student ID / S.S. #: _____ Email Address: _____

Name (Last, First): _____

Address: _____ City, State, Zip: _____

Home Phone: _____ Other Phone: _____

Program of Study: _____

PLEASE NOTE: To be considered for a book loan, Federal guidelines require that you be either a single parent, displaced homemaker, receiving Pell, have taken or currently enrolled in a learning support class, or have Limited English Proficiency. If you meet any one of these requirements, you may be approved for a book loan.

Please check all that apply: Single Parent Displaced Homemaker Pell Learning Support LEP

BOOK LOAN POLICY: Students may request materials from the Student Affairs Book Loan Program if Financial Aid is unavailable or insufficient. Book loan requests are handled on a case by case basis and are based on financial need. Students are encouraged to make their requests before the first day of class. Waiting to request a book loan may mean you will not receive a book. Students may not write or highlight in the books or they will be assessed the full cost of the book. Any items accompanying the book, such as CDs must be returned in good condition or the full cost of the book and the accessory will be charged. Failure to return the book within 5 days after the end of the quarter or after withdrawing from a course will result in a hold on the student's account. Students may use the book loan program more than once. However, priority will be given to students demonstrating the greatest need. **Student Initials:** _____

Class (Ex: MAT 101)

Book Title

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(For Student Affairs Use Only)		
<u>Book #</u>	<u>Date Issued</u>	<u>Date Returned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attest: I agree to abide by the rules of the book loan program and agree to return the book(s) and any accessories or a hold will be placed on my account and I will be responsible for replacing the book(s) and/or materials.

Signature: _____ **Date:** _____

(Student Affairs Use Only)

Request: Approved Denied

Follow Up: _____

Hold Applied? Yes No Date applied: _____ Date removed: _____

As set forth in its student catalog, Southwest Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The Title IX Coordinator: Joyce Halstead, VPSA, SWGTC Building A, (229) 225-5062. Section 504 Coordinator: Alison Welch, SWGTC Building A, (229) 227-2793.