

TUNG WAH COLLEGE
Student Affairs Office
Equipment Loan Form

Section A. Particulars of Applicant

Name of Student Society (if any): _____

Name of Contact Person: _____

Student ID: _____ Position (if any): _____

Mobile. No.: _____ Email (non-TWC): _____

Section B. Activity Details

Date of Activity (DD/MM/YY)	Time		Title of Activity	Equipment Requested and Quantity	Expected Date of Return
	From	To			

Section C. Undertaking of Responsibility

I agree to abide by the loan policy and pay the Student Affairs Office for all damages found by the SAO staff and subsequent students.

Name Signature Society Chop (if any) Date

Section D. For Office Use Only

The above request is accepted.

The above request is NOT accepted. Reason: _____

Staff: _____

Date: _____

Section E. Return

Student Signature _____

Staff: _____

Date: _____