

**LOCKER RENTAL APPLICATION FORM**

Name : \_\_\_\_\_ Student No. : \_\_\_\_\_  
 NRIC/Passport : \_\_\_\_\_ Programme : \_\_\_\_\_  
 E-mail : \_\_\_\_\_ Contact No. : \_\_\_\_\_

New application  Renewal of Locker No.: \_\_\_\_\_

Amount Paid:  1. Deposit RM 40.00 (for new application only)  
 2. Rental for 6 months – RM30.00  
 3. Rental for 12 months – RM 60.00

I hereby agree to abide by the rules and regulations stipulated for the use of the lockers as stated at the back of this form.

The protection of personal data is an important concern to Sunway College Johor Bahru and any personal data collected on this form will be treated in accordance with the Personal Data Protection Notice of Sunway College Johor Bahru ([http://sunway.edu.my/jb/pdpa/notice\\_english](http://sunway.edu.my/jb/pdpa/notice_english)).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR OFFICE USE		FOR FINANCE DEPARTMENT USE	
Lockers Details		Payment Details	
Locker No.		Date	
Key No.		Receipt No.	
Expiry Date		Amount paid	
Received By:		Certified By:	
	Date:		Date:

**LOCKER DEPOSIT REFUND**

Key return on: \_\_\_\_\_ Locker inspected by: \_\_\_\_\_  
 Remarks : \_\_\_\_\_

Approved By : \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS FOR RENTAL:**

1. The student should complete the form which is available at the Circulation Counter.
2. Proceed to Finance Department and pay the deposit and rental fee.
3. Bring form and receipt paid to Library & Learning Commons for further processing.
4. Collect the key for allocated locker.
5. Return the locker key to staff in charge at the Circulation Counter at the end of rental period.
6. Students are responsible for the safekeeping of their own locker keys. Students who have forgotten to bring their locker keys shall request for Library & Learning Commons assistance to open their locker. RM2.00 will be imposed each time the locker is opened for them.

## **RULES & REGULATIONS FOR USE OF LOCKERS**

1. Rental Fees are stated as below:
  - a) Deposit : RM40.00
  - b) Rental for 6 months : RM30.00
  - c) Rental for 12 months : RM60.00

**\*Deposit is for new application only.**
2. Students are prohibited from storing the following items in the lockers:
  - a) Pornographic materials in all form
  - b) Drugs or poison
  - c) Stolen articles/items
  - d) Any other item prohibited by law
3. Any damaged to the locker should be reported to the Library & Learning Commons immediately. Charges will be borne by the student, if it is assessed that the damage is caused by the student.
4. Students are advised not to store valuable items in the lockers. The Library & Learning Commons will not be responsible for any loss or damaged to items stored in the lockers under any circumstance whatsoever.
5. Students must ensure that their lockers are kept clean and tidy at all times.
6. Students are responsible for safekeeping of their own locker keys. Students who have forgotten to bring their locker keys request for Library & Learning Commons assistance to open their lockers will have to show proof of identity as well as pay a charge of RM2.00 each time the locker is opened for them.
7. Replacement charge of RM 20.00 will be imposed on users for lost or damaged key.
8. The full deposit of RM40.00 will be refunded to the student when the key is returned on or before the rental expiry date and the locker is found to be in good condition after verification by Library & Learning Commons staff. There will be no refunds on rental fees.
9. The full deposit of RM40.00 will be forfeited if a student fails to return the locker key more than one month after the expiry date.
10. The Library & Learning Commons reserves the right to make spot checks on the lockers.
11. The Library & Learning Commons reserves the right to impose and amend conditions including charges to the rental of lockers.

(Updated on 1st September 2017)