



BTC Running Start Book Loan Application and Contract

First and Last Name

BTC Student ID Number

Email Address

Phone Number

Quarter

Year

Instructions: Please complete and submit this contract to the Admissions Office or to RStart@btc.edu. If your books are available and your request is approved, you will be notified via email and your email will contain instructions about how to get your books. If you receive a permission form for the library, please print the permission form and take it to the library to check out your books for the quarter. If you receive a voucher, please take your voucher to the Campus Store to get your items. Priority given to students who qualify for the Running Start Tuition Fee Waiver. **Please attach a copy of your current schedule to this form.**

Please confirm that you read, understand and agree to each item below by checking the box to the left.

- I am/will be a Running Start student for the quarter listed above.
- I will submit this contract and check out my book(s) by the first Friday of the quarter.
- I will provide a copy of my schedule and a list of required textbooks** (in addition to writing them below).
- I will notify the Running Start Advisor of changes to my schedule that affect my book needs.
- I will return my books by the last day of the quarter or I will be charged a late fee.**
- I understand that if my book(s) are lost, stolen, or damaged, or if I return them 2 weeks or longer past their due date, I am responsible for replacing them or reimbursing the Running Start program for the total cost.

The BTC Running Start Book Loan Program is intended for students who need financial assistance for their required course textbooks. Unfortunately, not all textbooks, access codes, and/or course materials are available through this service. I understand that I will not be able to utilize this service if I have any outstanding library fines. I also understand that I will not be loaned any textbooks unless they are previously approved.

By signing below, I agree to all terms listed above. Additionally, I understand that failure to comply with these terms will result in the loss of book loan privileges and a block on my record, which will prevent me from registering for classes and accessing my transcripts.

Student Signature

Date

List of current courses (www.btc.edu/myschedule):

List of required textbooks (www.btc.edu/campusstore):

Official Use Only: Updated 11.30.18	Approved <input type="checkbox"/>	Permission Slip Sent? Yes <input type="checkbox"/>	Notes:	Processed By:	Date Received:
	Denied <input type="checkbox"/>	No <input type="checkbox"/>			