

ESOL Book Loans

Staff/Faculty _____ Student _____ Date _____

We have limited amount of books to lend out to Students.

Some titles may not be available.

If the students is unable financially to purchase his or her books a letter is require, this letter must be sent to **Simon Lee** for **approval**

The letter must have Name of the **student & instructor, location of the class and Class level, Student Phone #, Student M# and their address. Correct book title and ISBN# or an attached copy of the book form correctly filled out must be included**

Once approved by Simon Lee it may **take 48 hours to have process, and have ready.**

All book loans must be pick-up by the requester at Westfield South.

When the session ends, the student must return their books to **Westfield South** in the same condition as they were check out. Failure to so will result in the student being responsible replacing missing or damaged books at a **cost of \$40.00 each.**

Contact: Simon Lee (240)-567-8844
Simon.Lee@montgomerycollege.edu