

GED 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 **Awan, Rabbee** 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 Awan, Rabbee it may **take 48 hours to have process, and have it ready.**

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

Contact Simon lee to Confirm if the books are ready for pickup 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 the **cost of \$40.00 each.**

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

