Judith Herb College of Education, Health Science and Human Service
Equipment Checkout System:
Student Fine Form

Completed by Borrower:

Name (PRINT NEATLY): _________________________________________________
Student Rocket # ___________________________________________________
Phone number: __________ - ________ - __________
UT email address: __________________________________ @rockets.utoledo.edu

IMPORTANT: You must use your University of Toledo email address (e.g., “john.smith@utoledo.edu”).

Reason for lateness (attach additional sheets as necessary):

Signature: _____________________________ Date: _______________________

Completed by CRC Employee:

Item(s) borrowed: __________________________

Item(s) were CHECKED OUT on: (date) _______________________
Item(s) were DUE on: (date) _______________________
Item(s) were RETURNED on: (date) _______________________

Period OVERDUE was: _______ (days) Maximum fine: __________

This appeal will be processed by the Carver Center Director at the earliest possible time. You will be notified of the resolution by email.

DO NOT WRITE BELOW THIS LINE.

Decision: ___ Approved ___ Denied See below for amount due (if any).
Signature: _____________________________ Date: _______________________
Total charges to be imposed: ________________
Additional comments: