

Request for Issuance of Study Materials

Student to complete the following sections:

NOTE:					
1. You must have paid the material fee in order to receive the requested study material 2. Your request for study materials may be declined by your course coordinator if it is not required for the relevant course 3. The materials, once issued are not returnable 4. The material fee once paid is non-refundable as per the Fee Refund Policy and Procedure					
Student ID					
Student Name					
Current Course <i>Course for which materials are requested</i>					
Material requested <i>Note: Toolkit is applicable for commercial cookery program only and includes your chef's uniform. Please double check sizing before requesting your uniform. A size chart and sample uniform is available for trial. Please check at front desk.</i>	<input type="checkbox"/> Toolkit (including chefs' uniform) <i>Please provide uniform sizing;</i>				
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Chef Jacket Size:</td> <td style="width: 50%; border: none;">Trousler Size:</td> </tr> <tr> <td style="border: none;">Shoe Size:</td> <td style="border: none;">Hat size:</td> </tr> </table>	Chef Jacket Size:	Trousler Size:	Shoe Size:	Hat size:
	Chef Jacket Size:	Trousler Size:			
	Shoe Size:	Hat size:			
	<input type="checkbox"/> Books <i>Please mention book(s) name, if known</i>				
1. _____ 2. _____ 3. _____ 4. _____					

Admin use only	
Request for Material	Granted Declined
Reason(s), if Declined	Payment awaited Other, details: _____
Approver's Signature	

Issued by <i>(Issuer's Signature)</i>	Date:
Received by <i>(Student's Signature)</i>	Date: