

Fines and disputes form

About this form	
Please note that fines will not be waived under the following circumstances:	
<ul style="list-style-type: none"> You forgot when the book was due back You did not receive a courtesy email reminder You were on holiday, on placement or abroad You had no access to the internet The book was on hold for another user The book had been renewed for the maximum loan period (84 days) You were unable to log in to your library account online 	
<p>We will not normally waive fines from longer than 6 months ago, unless you can provide supporting documentation which explains the delay in submitting a Fines and Disputes form.</p>	
We may waive fines or charges in the following circumstances:	
<ul style="list-style-type: none"> Medical: you were ill and could not get in to university, please submit a medical certificate or supporting statement from a University member of staff who can confirm the dates you were absent. Personal for example: family illness, please supply a supporting statement from your school or from one of the University Support Services confirming special circumstances. We do not need to know the details Bereavement: under these circumstances fines can normally be waived at the Library desk Other: You returned the books and have a self-return receipt. The books were stolen, you have a crime reference number. A pink Loss Report slip will not be accepted. 	
Can anyone help me with the form?	
<p>A student adviser, an academic adviser or tutor can help.</p>	
Applicant's details	
Forename:	
Surname:	
Student or library number:	
Personal email address:	
Phone number:	

Fines and disputes form

Dispute details				
I am asking you to waive my fines for (please tick):	Medical reasons	Personal reasons	Other reasons	
Please tell us the dates you are disputing fines from:				
I am being fined or am in dispute over these items:				
I have scanned and sent these documents (please tick):	None	Medical: GP certificate or letter, or Self-Certificate	Personal: statement from GCU staff member	Other: self-return receipt or printout of self renewal screen
Please tell us why you think we should waive your fines or why you want to dispute an item on your library record:				
Declaration:				
I declare that all the information submitted in this form is true:				
Signature:		Date:		