



## **Book and Equipment Deposit Scheme for September 2017**

Due to the increasing cost of textbooks and equipment, the College needs to ensure that items are returned in a good condition when students leave the College. Therefore, a book and equipment deposit scheme operates for all students starting a new programme of study in September 2017.

- Students will be required to pay a deposit of **£55.00** upon enrolment. This deposit will cover the core textbooks for each subject and acts as a deposit against daily loaning of laptops and other equipment from the College's Independent Learning Centre (ILC).
- The deposit can be paid online via Reigate Pay. This is an online payment system that is used by the College for all events and activities. An email will be sent to parents/guardians one week prior to Choices Day with their logon details. Alternatively, students can bring a cheque, payable to Reigate College, when they attend their Individual Enrolment Interview.
- Parents/guardians who are able to demonstrate that they are experiencing financial difficulties (e.g. via production of evidence of Government benefits being claimed) may be exempt from this deposit scheme at the Principal's discretion.
- Students who do not pay the deposit and who have not been granted an exemption will not be issued with textbooks or be allowed to borrow a laptop from the ILC.