



Book and Equipment Deposit Scheme for September 2018

Due to the increasing cost of textbooks and equipment, the College needs to ensure that they are returned in 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 2018.

- Students will be required to pay a deposit of **£75.00** upon enrolment. This deposit will cover the core textbooks for each subject and acts as a deposit against equipment such as ID cards and the daily loaning of laptops from the College's Independent Learning Centre (ILC). The deposit is returned when the student leaves College and if all books have been returned then the full amount is refunded to the payee. If there are items still outstanding, then the cost of unreturned books and College property will be deducted from the deposit plus an administrative fee of £5 will be charged.
- 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 (29 August) with their logon details.
- 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 equipment nor allowed to borrow a daily loan laptop from the ILC.