

SOA Study Manual Rental – Instruction

Rental Requirement

1. You must be an ASUA member to rent SOA study manuals.

Security Deposit

2. You are required to pay a refundable deposit of \$20 per study manual each time of rental. This \$20 will be returned when you return the SOA study manual(s).

Rental Period and Fine

3. You are responsible to return the borrowed SOA study manual(s) to the Stats Office by 10:00am of the next day. (Saturday and Sunday excluded)
4. You will be fined \$5 per 30 minutes per each manual.
5. Various fines if found missing pages or damages to the study manual(s). The amount of fine will be reviewed by ASUA executives and you will be contacted and expected to pay accordingly.

If a study manual is not returned 2 hours after 10:00am, you are losing \$20 in two hours! Make sure you return the manual on time!

Rental of SOA study manuals

6. The first page of the SOA Study Manual Rental Form must be completed carefully and signed by you.
7. Once form has been completed, you are required to provide your student card to show your identity.
8. Once your identity is confirmed, it is only then you will receive the selected SOA study manual(s).

Inspection of SOA study manuals

9. Once you receive the requested study manuals, you should check to see if the book is complete.
10. After instant inspection, if you suspect of any problem such as missing or damaged pages, you must report the problem by completing the Complaint Form on the back of the Rental Form. This **must be done at the time of rental**.
11. If you fail to report any problem and the next student finds any problem with the SOA study manual you rented, YOU will be held responsible for all damages.

Return Procedures

12. You are to make sure that the date of return and initials is completed by the staff at the Stats Office. Also, \$20 will be returned if there is no overdue manual(s).
13. If you returned the SOA study manual late, please have the overdue fine ready for the staff at the Stats Office.

Your identity will be kept confidential at all time. Should you have any question or comment, fill out the complaint form.