**Request for Refund – Tool Deposit**

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| --- | --- | --- |
| **A** | **PROGRAM** |  |
| **Student Name: «First\_Name» «Last\_Name»****Student Number: «Student\_»** |
| **B** | **Tag #** |
| **Tool Description** | **Cost** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | Sub Total |  |
| **10-00-002000-2011** | 7% PST |  |
| **10-00-002000-2012** | 5% GST |  |
|  | Total |  |
| Tool Room Attendant: | Date: |
| OFFICE USE ONLY |
| **C** | Deposit Amount: **$100** | Bar Code Here |
|  | Charge Amount:  |
|  | Account Code:  |  | **8999** |
|  | Nelson Cashier: | Date: |
| **D** | **REFUND AMOUNT:** |  |
|  | Castlegar Cashier: | Date: |

**E\_ Detach this portion and include with refund cheque.**

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| **Tool Deposit Refund** |
|  | Full refund | $ | All tools returned |
|  | Partial refund | $ | Missing tools – cost assessed and deducted from tool deposit |

**Tool Deposit Refund Procedures**

The Tool Deposit fee is a refundable deposit. The full amount will be refunded if all tools and tool tags are returned at the end of the program. If any tools are missing the replacement cost will be assessed and this amount plus any outstanding tuition or fees will be deducted from the $100 Tool Deposit fee. The remainder will be refunded to the student.

**Program Commencement**

**Admissions Officer:**

* Enter program name (Part A) and corresponding account code (Part C)

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| Carpentry Foundation | 10-40-132532-8999 | Millwright/Machinist | 10-40-132341-8999 |
| Carpentry Apprenticeship (Level x) | 10-40-132532-8999 | General Mechanics | 10-40-132324-8999 |
| Fine Woodworking | 10-40-132533-8999 | Metal Fabricator | 10-40-132412-8999 |
| Electrical Foundation | 10-40-132251-8999 | Plant Operator | 10-40-112133-8999 |
| Electrical Apprenticeship (Level x) | 10-40-132251-8999 | Weld (A, B, or C) | 10-40-132412-8999 |

* Merge form with database, barcode forms and file to Program file
* Pull class list, note which students paid deposit and which haven’t paid, forward to Tool Room Attendant

**Tool Room Attendant:**

* Review class list – provide tags to students that have paid and record tag number on class list
* Direct students that have not paid tool deposit to Cashier
* Student pays deposit to Cashier, is provided a receipt, returns receipt to Tool Room Attendant
* Tool room Attendant provide tag number to student and records tag number to class list

**Program Completion**

**Admission Officer:**

* 1 week prior to end of program - pulls forms from file and forwards to Tool Room Attendant

**Tool Room Attendant:** (Part B)

* Account for all of the tools the student used during the program
* If tools missing, itemize them, calculate the replacement cost, sign form and submit to Nelson cashier

**Nelson Cashier:** (Part C)

* Confirm deposit amount paid and any charge amount owing, sign and send form to Castlegar cashier

**Castlegar Cashier:** (Part D)

* Enter refund/charge information to SLED, transfer funds from Trust to cover identified charge
* Include balance remaining in refund batch, sign, scan and submit this form to Finance as backup for the cheque run

**Finance Department:** (Part E)

* Produce and mail cheque with bottom portion of form to student