



## LOAN OF SP BLAZER

### Terms and Conditions:

1. Only students representing SP in approved formal events are eligible to loan blazers.
2. The SP Blazer must **not** be worn at any private event or personal function.
3. Requests for loans must be made through students' respective schools/depts and endorsed by the officer-in-charge of event using the attached official form.
4. The borrower is **liable to pay up to \$150.00 for any damage or loss of blazer**.
5. The damaged blazer will remain the property of SP and must be returned to SP.
6. Blazers must be returned to the Student Service Centre (SSC) within **3 working days** after the event. A **late fee of \$2.00 per calendar day** will be imposed.
7. Proper dress code must be strictly complied with, while the blazer is worn.
  - Strictly no T-shirts, mini-skirt, jeans and sneakers/sports shoes or sandals are allowed.
  - For Males: white long-sleeved shirt, black trousers, black shoes and SP Tie
  - For Females: white long-sleeved blouse with collar, black knee-length skirt and black court shoes

### For Applicant to Complete

Please check the boxes below and complete the form.

- I have read the above Terms and Conditions and agree to abide by them.
- I understand that I have to **return the SP Blazer and SP tie** (if applicable) in good condition to the Student Service Centre (SSC) **within 3 working days** after the event. Otherwise, a **late fee of \$2.00 per calendar day** will be imposed.

Name: \_\_\_\_\_ Course & Class: \_\_\_\_\_  
(as in SP Admission Card)

Adm No: \_\_\_\_\_ Handphone No: \_\_\_\_\_ Home Tel No: \_\_\_\_\_

Name & Date of Official Event: \_\_\_\_\_ Date (\_\_\_\_\_) \_\_\_\_\_

Blazer Size: \_\_\_\_\_ Gender: \_\_\_\_\_ Colour of SP Tie (if applicable): \_\_\_\_\_

Loan Endorsed By: \_\_\_\_\_ Tel No/ Ext: \_\_\_\_\_  
(Name of staff/ officer-in-charge of event)

Blazer to be returned on: \_\_\_\_\_ (dd/mm/yyyy) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Loan issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks / Description of Damage: \_\_\_\_\_

Fine Payable: ( ) calendar days late x \$2.00 = \$ \_\_\_\_\_ NETS Receipt No: \_\_\_\_\_