



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

Text Book Allocation

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The purpose of this policy documentation is to ensure that text books belonging to St. Andrew's are monitored and charged for as applicable.

The procedure is as follows:

1. All school textbooks need to be ordered via the Principal.
2. On receipt of the book the Principal or another staff member will stamp all books with the college stamp.
3. The Principal will build up a database of books used on each course so that the college is aware of which book is used for which subjects / courses.
4. On completion of this process the text books will be given to the subject teacher concerned who will then give the book(s) to the students.
5. Once the allocation is complete, the student will be informed by the subject teacher that each book is the property of the college and if not returned by the student at the end of the course will be charged for it.
6. On completion of the courses the student will complete and sign a book return form (appendix 1) and pass the form to the Principal to sign off.
7. The completed form signed off by the Principal will then be handed to accounts.
8. It will be the responsibility of the Accounts Department to then charge the respective students for non return of text books.

Reviewed:

September 2008, 2009, 2010, 2011, 2012, July 2013, July 2014, July 2015, July 2016 and July 2017.

Next review: 01.08.18.

Appendix 1



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Book Return Form

Student Name:	Date:
Course:	Tutor:
Book Title	Return Confirmed

Please return all books to Mr. Marshall at Regent Street before you go home. Do not leave them in the boarding houses or with your host family