

# THE RESOURCE CENTRE PENALTY – PAYMENT FORM

This form is to be completed to make payment for penalty/ies incurred for overdue JCU Brisbane Resource Centre items.

Please print clearly in BLOCK letters. Tick boxes where appropriate.

## 1 PERSONAL DETAILS

Student number:

Family name/s:

Given name/s:

JCU email address:

Mobile number:

Student signature:

Date:

*NOTE: We will only accept handwritten signatures or electronic (digital) signatures that contain an image of the handwritten signature of the person signing.*

*As per the Resource Centre Borrowing Guide, you may be suspended from borrowing should your penalties exceed the amount of \$60.00. You may pay \$25.00 to bring the amount under the \$60.00 threshold and continue to borrow; however, please be advised that each day overdue on a new borrow will incur a further penalty.*

## 2 PAYMENT DETAILS

Please charge the below card for the following amount AU\$:

Please tick:       Visa    or     Mastercard

Card number:

CCV:                                      Expiry date (mm/yy):

Cardholder's full name:

Cardholder's signature:

*NOTE: We will only accept handwritten signatures or electronic (digital) signatures that contain an image of the handwritten signature of the person signing.*

Please send the completed form to **[brisbanelibrary@jcu.edu.au](mailto:brisbanelibrary@jcu.edu.au)**. Please include the following in the Subject Line: Resource Centre Penalty Payment Form and your Student ID.

Our Finance team will process your payment and forward a receipt to your nominated email address.

## 3 AFTER PAYMENT DETAILS

*Please take your payment receipt to the Resource Centre in person or send it via your JCU email to [brisbanelibrary@jcu.edu.au](mailto:brisbanelibrary@jcu.edu.au) in order to have the penalty/suspension removed from your account. If emailing, please quote your student ID number.*