

Dear Student,

We are now taking deposits for locker Keys for September 2019.

Please provide £5 and a locker keys will be issued to you.

It is your responsibility to take care of this key. If your key is lost or damaged the £5 deposit will be used by the UTC to have a new key cut. **To collect the new key a further deposit will be needed.**

At the end of the school year once you have cleared out your locker and handed the key back to Student services your £5 will be returned.

Regards,

School Finance

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Student Name:	
Date of Birth:	
Amount Paid:	

Office use only:

Received by:	
Date:	

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