



Stirling MILL
43 West Front St.
Stirling ON K0K 3E0
613-661-6183 curator@stirlingmill.ca

TUITION REFERRAL – REQUEST FOR EXTENDED LOAN PRIVILEGES

Name of Student:

MILL Patron ID#:

Parent/Guardian (if under 18):

Instrument:

Wherever possible we will attempt to supply the instrument of choice for the duration of the current school year or series of private lessons subject to the following conditions:

- All loans are issued on a 6-week basis & the standard loan renewal protocol must be followed at the end of this period (Automated email notification at time of borrowing. Reminder email 2 days before loan becomes due.)
- Any overdue items may be reclaimed by the Stirling MILL at our discretion. All relevant OD charges must be paid.

The Tuition Program will be informed of any overdue or defaulted loans. The borrower assumes responsibility for the care of all items loaned from Stirling MILL & will be held liable for any repair costs due to negligence by the borrower and its replacement cost as determined by Stirling MILL if it is not returned or if it is damaged beyond repair. The maximum total for any extended loan on an item will be limited to 10 months. After this time another inventory item may be substituted for the returned instrument if further use is required.

Non-compliance with any of the preceding may result in revocation of the loan and recovery of Stirling MILL's assets.

* The following fields to be completed by tutor/teacher/instructor:

School/Tuition program: *

Start date: *

End date: *

Name of Tutor: *

Signature: * Date: *

Phone # *

Email: *

Extended loan privileges will only be available to those MILL Patrons who have returned a completed referral form to the Stirling MILL

Received:

Filed: