

Library Fines Disputes Form

Please complete this form as fully as possible so that the dispute can be processed properly.

YOUR DETAILS

Name		UoB number	
Email		Telephone number	

Note: Email is used as the primary method of communication.

FINES INFORMATION

Please provide full details of the borrowed items on which the fines were incurred that you are disputing. This information can be found by logging into your library borrower record at:

<https://bradfinder.brad.ac.uk>

If you are attaching a print out from your library borrower record please check this box:

Author	Title	Due date (if Known)	Date Returned	Fine

REASON FOR DISPUTE

Please check as appropriate: Medical Personal Other

Please tell us why you were unable to return or renew your items on time

Note: Please continue on a separate piece of paper if you need to.

Are you submitting any evidence to support your dispute?

Please check the box next to each item that you are attaching. If these papers have already been handed in as part of an academic appeal or process we will accept a photocopy.

A medical certificate from your GP, hospital or clinic attended.	<input type="checkbox"/>
A self certificate with tutor's name and signature.	<input type="checkbox"/>
A written statement from someone who can confirm what has happened, e.g. personal tutor, school administrator, solicitor, Union welfare officer, disability adviser.	<input type="checkbox"/>
Other e.g. a printout of the book renewal screen.	<input type="checkbox"/>

Details of attached statement

Note: Only complete this section if you are submitting evidence to support your dispute in the form of a statement.

The attached statement is from:

Name of the person who is supporting your case	
School / Department of the person who is supporting your case	
Contact details for the person who is supporting your case	

DECLARATION

Once completed and all relevant documents attached, please sign and date this form.

I declare that the information I have given on this form is correct to the best of my knowledge.

Signed:

Date:

Please return this form to:

Fines Disputes
Customer Services
J B Priestley Library
University of Bradford
West Yorkshire
BD7 1DP

You should expect a response within 7 working days after receipt of your form.
