

## **1. Fine Structure**

- **Late Returns:**
  - A fine of [Specify Amount] per day will be charged for each day the component is returned late.
  - Maximum late fine will not exceed [Specify Maximum Fine Amount].
- **Damage:**
  - Minor damage (repairable): [Specify Fine Amount or Repair Cost].
  - Major damage (irreparable or significantly affects functionality): [Specify Fine Amount or Replacement Cost].
- **Loss:**
  - Full replacement cost of the component will be charged.

## **2. Payment of Fines**

- Fines must be paid within [Specify Time Frame] days of notification.
- Payment can be made at [Specify Payment Location or Method].

## **3. Consequences of Non-Payment**

- Failure to pay fines may result in:
  - Suspension of borrowing privileges.
  - Withholding of academic records or results.
  - Reporting to the appropriate academic authorities for further action.

## **4. Dispute Resolution**

- Students who wish to dispute a fine may do so by submitting a written appeal to [Specify Department/Committee] within [Specify Time Frame] days of fine notification.
- The decision of the [Department/Committee] will be final.

## **5. Policy Review**

- This policy will be reviewed annually and is subject to change. Updates will be communicated to all students via [Specify Communication Method].

## **6. Contact Information**

For any questions or concerns regarding this policy, please contact:

- [Your Institution/Department Name]
- [Contact Person]
- [Contact Email/Phone]