

1. Objective

The purpose of this policy is to outline the responsibilities of students when borrowing components from the [Your Institution/Department], and to establish a system of fines for late returns, damage, or loss of components.

2. Issuance of Components

- **Eligibility:** Only students who are currently enrolled in [Your Institution/Department] are eligible to borrow components.
- **Issuance Procedure:**
 - Students must fill out a component request form.
 - Components will be issued based on availability and necessity.
 - A record of issued components will be maintained by the [Responsible Department/Person].

3. Student Responsibilities

- **Care:** Students are responsible for the proper care and handling of the components.
- **Usage:** Components must be used only for their intended educational or project purposes.
- **Return:** Components must be returned by the due date specified at the time of issuance.

4. Return Policy

- **Due Date:** Components must be returned by the due date specified during issuance.
- **Condition:** Components must be returned in the same condition as they were issued