

# BHCLR Locker Request Form

**Directions:** Please print clearly. Return completed form to Student Services or fax to 501-202-6220. Allow 3-5 business days to process. Locker assignments will be sent via student email.

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Program: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Locker preference: (circle one)      **top**                      **middle**                      **bottom**

*(Providing a locker preference does not guarantee assignment.)*

**Please note:** A lock is the student's responsibility. BHCLR is not responsible for items in lockers and will cut locks and dispose of locker contents if:

1. items are left in a locker after an individual is no longer enrolled in a BHCLR program of study, or
2. items are placed in an unassigned locker.

If a zip tie is still on a locker 60 days after a locker assignment has been given, the locker will be considered vacant and the assignment will expire.

The college reserves the right to examine locker contents at any time. A student/graduate must remove the lock and empty the locker upon discontinuance of study at BHCLR. Items remaining in the locker will be removed and discarded after 2 weeks. If at any time a student decides they no longer wish to use their locker, they must notify Thekla Gillespie at [thekla.gillespie@baptist-health.org](mailto:thekla.gillespie@baptist-health.org).

Please sign below if you agree to these terms.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## Official Use Only

Locker Number Assigned: \_\_\_\_\_

Student Notified by: \_\_\_\_\_ Date: \_\_\_\_\_