

LOAN OF DEVICE FROM IT DEPARTMENT –

DAMAGED LAPTOP



To Whom It May Concern,

This form has been issued to _____ as their assigned college device is damaged. The device will be sent off to an authorized repair center for inspection and to ascertain if any costs for repair will be incurred.

The student has requested a spare device while their damaged unit is being processed. Please read and sign below if you give your approval for a spare device to be loaned from the College.

Student Consent

I understand and accept my responsibility to care for the loan device provided by the College and my need to anticipate and avoid actions that might cause the loaned device to be damaged. I understand that, in such a case, the liability for replacement or repair would fall to me and my family and that the device must be repaired by Shalom College.

I understand that the loan device allocated to me remains the property of the College and I commit to taking care of it, keeping it secure and reporting immediately any damage or malfunction.

I acknowledge that when notification is received that my previous device has been repaired, I will pay any costs incurred and return my loaned device to the IT Department within a week.

STUDENT'S NAME: _____ HOUSE: _____

STUDENT'S SIGNATURE: _____

ASSISTANT PRINCIPAL SIGNATURE: _____

DATE: _____

LOAN LAPTOP: _____

LOAN LAPTOP CHECKED ☐

SERVICE DESK NUMBER: _____