

1. Equipment borrowed should be solely used for academic purposes. Equipment will not be loaned to a student for any purpose or activity that is not school sponsored.
2. Prior to obtaining equipment students will need to sign an Equipment Loan Agreement and meet with a member of the SDS office for training and use of the technology.
3. Equipment must be returned as agreed, either after class, daily, or at the end of the semester.
4. Students agree not to lend or in any way part with the possession of the equipment to any person. Software installed on the equipment cannot be transferred or duplicated.
5. Students are responsible for any damage except ordinary wear and tear to the equipment and are not to remove any identification or inventory labels/tags that have been placed on the equipment. If equipment is lost, stolen or damaged, the student is responsible to pay the replacement or repair costs of the equipment.
6. Students should contact our office as soon as possible should any problems arise with the equipment.
7. Failure to return equipment and its accessories to the SDS office will result in student record holds and/or will forfeit the right for future equipment loans and priority registration.
8. Students are expected to return loaned items per the date issued on the equipment loan contract. If the student fails to return the item upon the due date, the student will be issued a letter requesting the items return.
 - a. The request to return loaned equipment will contain all pertinent information regarding the equipment, including serial number if applicable, manufacturer, item number, etc.
9. Students failing to return items after receiving written notice, the student will then be issued a "HOLD" on their student account, until the item has been returned or the replacement costs has been assessed and paid in full.
10. Student Disability Services director will be responsible for the placement and removal of all "HOLD"s.
11. The "HOLD" will remain in place until the student returns the equipment, makes financial restitution or receives permission from the Director to not return the equipment.