

Student equipment loan form

Please read the full Terms & Conditions of the loan on page 2 before completing and signing the form.



To be completed by student

Surname: Sawas Forename(s): Retai
Email address: Retai13@icloud.com Phone number: 07587 695074
Student identification number: 40013963 Date: 12.5.21
Length of loan: Two weeks ☒ 1-month ☐ Term ☐

Please note: If you have opted for a Term loan, you are required to take your laptop to IT every month for maintenance checks and updates. If offsite, the maintenance is required to be arranged and conducted remotely.

Returning your equipment after your loan has expired:

If you do not return your loaned equipment by the agreed date, the password will be set to expire and you will be locked out until it is returned. If you need to extend the loan after the return date, please contact your tutor to arrange. Note that loans can only be renewed up to a maximum of 3 times during the Academic year and is subject to review.

I have read the full Terms and Conditions of the loan on Page 2 and agree to abide by them

Signature of student: [Signature] Date: 12.5.21
Signature of Parent/Guardian if under 18: [Signature] Date: 13.5.21

For Office use only

Approval by Group Lead

Name: Laury Auguid
Signature: [Signature] Date: 14.5.21

Approval by Programme Manager (for loans up to 1-month and Term loans)

Name: PHIL
Signature: P.J. Barn Date: 14/05/21

To be completed by a member of the IT Team

Type of equipment: 17003 Asset number: 781
Date of Loan: 17/05/2021 Date to be returned by: 28.5.21
Signature of technician: [Signature] Date: 17/05/2021

Signature of student on return of equipment: _____ Date: _____

Signature of technician on return of equipment: _____ Date: _____