

# Equipment & Software Loan Agreement to Student The Accessibility Office

**Section I: Student Information** (Please type information or print legibly)

Student Name: \_\_\_\_\_  
Last First Middle

Student ID: \_\_\_\_\_ Bucks Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Section II: Course & Semester Information**

Academic Year: \_\_\_\_\_

<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring
<input type="checkbox"/> Summer I	<input type="checkbox"/> Summer II	<input type="checkbox"/> Summer III

**Section III: Terms & Conditions**

This agreement is between the Accessibility Office (TAO) at Bucks County Community College students and students who request to borrow equipment and/or software from TAO. Students who are approved by TAO staff to borrow equipment and/or software are undertaken subject to the following conditions:

**Student Responsibilities:**

- A. Request for equipment or auxiliary aids must be made through the Director, LD Specialist or Adaptive Technology Specialist.
  - 1. Further, the written approval of the staff member shall be obtained.
- B. The student is responsible for maintaining the equipment in the same condition in which it is loaned
  - 1. If the equipment malfunctions, the student must immediately return it to the TAO for repair
  - 2. Any repair costs caused by improper use will be the responsibility of the student
- C. The student must be prepared to return the equipment upon request (within 48 hours)
  - 1. Students will not be permitted to retain equipment for intersession periods
  - 2. Equipment must always be returned at the end of each semester or completion of the course, whichever comes first
- D. The student is also financially responsible for any theft of the loaned equipment, and may wish to take out an insurance policy to cover this liability
  - 1. The college cannot accept responsibility for either theft or insurance
- E. In the event of any default on this agreement a "hold" will be placed on all student records, transcripts and further enrollment until such time as the equipment is returned in good working condition or until full financial restitution is made

I, \_\_\_\_\_ hereby agree to the above conditions of the loan of equipment borrowed from The Accessibility Office, Bucks County Community College. I am being loaned \_\_\_\_\_ valued at \$ \_\_\_\_\_.  
(equipment/software) (dollar amount)

Please read and type your signature if you agree to the terms and conditions below. **Your typed signature will be binding.**

**I have read and understand the above information:**

_____	_____
<b>Student Signature</b>	<b>Date</b>
_____	_____
<b>TAO Representative Signature</b>	<b>Date</b>

*Bucks County Community College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, union membership, or any other legally protected category.*