Curtin Student Guild
Laptop Loan Form

Personal Details

Full name: ___________________________ Student ID: ___________________________

Address: _______________________________________________________________________

Phone: ___________________________ Student email: ___________________________

Loan Details

Loan PC number and serial number: _______________________________________________________________________

Date received: ___________________________ Date returned: ___________________________

Agreement

Please take note of the below conditions:

• This laptop is the property of Student Assist, Curtin Student Guild and is loaned to you free of charge for the duration indicated above.
• You will not loan/rent the laptop to any third party.
• You agree to return the equipment on or before the date indicated in the same condition as when it was loaned.
• You will report any hardware/software issues immediately to the Curtin Student Guild Reception.
• You will not use the computer for any illegal activities, including but not limited to; downloading pirated/copyrighted materials.
• Maximum loan period is 2 WEEKS ONLY (loan period varies for students on Block or Exchange Programs).
• All Equipment Must be Returned on the specified Return date otherwise Penalties will be incurred.
• Please ensure you copy your data from the laptop as you will not be able to retrieve it after it is returned.
• The borrower is responsible and liable for the equipment that is borrowed from Student Assist, Curtin Student Guild. This liability includes replacement and repair costs associated with the equipment loss or damage.

By signing this form, I acknowledge that I have read and agreed to the conditions of equipment loan and use as described above.

Signature: ___________________________ Date: ______________

Return Details

Date returned: ______________ Officer: ___________________________ Signature: ___________________________

Checklist: □ laptop □ power adapter