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Personal Details

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Full name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Student email: \_\_\_\_\_

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Loan Details

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Loan PC number and serial number: \_\_\_\_\_

Date received: \_\_\_\_\_ Date returned: \_\_\_\_\_

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Agreement

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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: \_\_\_\_\_

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Return Details

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Date returned: \_\_\_\_\_ Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

Checklist: ☐ laptop ☐ power adapter