Academic Year: ______________

DEPARTMENT OF EDUCATION
EQUIPMENT BORROWING AGREEMENT

_____ [Initial] I understand that this Agreement is for one year and refers to the course listed below.

_____ [Initial] I understand that the equipment being loaned to me is the property of the Department of Education and I agree to use it for the purposes outlined in the assigned coursework for which this equipment is required.

_____ [Initial] I understand that I am responsible for safeguarding this equipment from damage or theft. I will not leave this equipment unattended in a location where it may be damaged or stolen (e.g., a vehicle or classroom).

_____ [Initial] I agree to report immediately any and all damage of the equipment to a staff member in the Department of Education.

_____ [Initial] I acknowledge that my grade for this course will be withheld until the equipment is returned to the Department of Education.

_____ [Initial] I acknowledge that I am responsible for reimbursing the Department of Education in full if the equipment in my possession is either lost or stolen.

BORROWER INFORMATION

________________________________________________________
Name [Print]

________________________________________________________
Signature and Date

________________________________________________________
Telephone Number

________________________________________________________
E-mail Address

________________________________________________________
Course Number and Name