

Penn State University
Student Disability Resources, University Park
Policy and Procedures for Equipment Loans

The Student Disability Resources (SDR) at Penn State loans assistive technology equipment to students with disabilities who have been approved by SDR following the stated policies and procedures for requesting academic accommodations (See <http://equity.psu.edu/sdr/applying-for-services> for further information). The use of assistive technology as an academic accommodation ensures students have equal access to materials utilized by students in courses at Penn State University.

A. Student Responsibilities to Borrow Assistive Technology Equipment

1. Borrowers must be officially registered with SDR and have a documented disability that supports the use of the requested assistive technology as a reasonable academic accommodation.
2. Borrowers must currently be enrolled in courses at University Park for the semester that the assistive technology equipment is requested and to be used.
3. A SDR staff member will check the working condition of the assistive technology equipment in the presence of the student before the student leaves the SDR office.
4. Borrowers must return the equipment (including all accessories) in the same condition as loaned by the agreed upon due date stated on the Student Equipment Loan Form.

B. Lost, Stolen, or Damaged Equipment

1. The borrower assumes full responsibility for this equipment. If damaged, lost or stolen while under the borrower's care, Penn State is authorized to charge the borrower repair costs or fair market replacement costs. These charges will be used to repair or replace the lost, stolen, or damaged equipment. The student will be given two options:
 - a) The student will pay all repair or replacement costs directly to the manufacturer
 - b) SDR will pay for repair or replacement, SDR will notify the student of the total charges, and the student will pay this amount directly to SDR
2. The borrower must notify SDR immediately (within five business days) if the equipment is lost, stolen, or damaged.
3. If equipment is lost, stolen, or damaged, the borrower has until the end of the semester in which the equipment was borrowed to pay fees associated with repair/replacement of the equipment.
4. If repair/replacement fees are not paid by the end of the semester in which the equipment was borrowed, SDR will request the Bursar's Office to place a University Department Hold on the borrower's Penn State account. This means a financial hold will be placed on the borrower's account and the borrower will not be able to register for classes, request transcripts, etc.
5. See section E for information regarding refunding replacement fees if equipment is returned after replacement fees have been paid by the borrower.

C. Overdue Equipment

If the borrower does not return the borrowed equipment to SDR by the agreed upon date:

1. SDR will send an email near the end of the semester to all assistive technology users requesting information on the status of their borrowed equipment (i.e., will the equipment still be needed during the following semester?)
2. If no response is received, two additional emails will be sent all within a one-week period.
3. If no response is received from any of the three emails, a HOLD will be placed on the borrower's Penn State account through the Bursar's Office. The hold will prevent the borrower from registering for classes, obtaining transcripts, etc.
4. The hold will remain in place until the borrower returns the equipment to SDR. If the equipment has been damaged/lost/stolen the hold will remain in place until the borrower pays all associated fees.

D. Equipment Renewal

Every semester that assistive technology equipment is requested, the student must complete the Student Equipment Loan form following SDR policies and procedures as outlined in section A.

E. Conditions for Refunding Replacement Fees

In the case of lost or stolen equipment returned to SDR after the borrower has paid replacement fees, the borrower may request a refund, provided the equipment has been returned within six (6) months after the date replacement fees were paid. The following is the refund policy:

- 1st month after replacement fees paid 80% refund
- 2nd – 6th month after replacement fees paid 10% decrease for each month
- 7th month and beyond after replacement fees paid no refund