

**PENN STATE UNIVERSITY
Student Disability Resources
EQUIPMENT LOAN**

A. Student Responsibilities for Borrowing Equipment:

1. Student must be officially registered with Student Disability Resources.
2. Student assumes full responsibility for this equipment.
3. If equipment lost, stolen, or damaged, borrower will be charged fair market value replacement costs. If fees are not paid by the end of the semester, SDR will request the Bursar put HOLD on student's financial account.
4. SDR staff member will check the working condition of the assistive technology equipment in the presence of the student before the student leaves SDR meeting.

B. Equipment Return

1. At the end of each semester, an email is sent to all students using SDR equipment, requesting an update on the status of the equipment. This email is sent out three times during the week before finals. If a student does not reply by the 3rd email, a HOLD will be placed on their Penn State account and student will not be eligible for course registration. This HOLD will remain in effect until the equipment is returned.
2. Borrowers must return the equipment (including all accessories) in the same condition as loaned by the agreed upon due date (end of the semester).

Borrower's Name: _____ PSU ID: _____

Student Address: _____

Phone Number: _____

Semester equipment is being borrowed: _____

Name/Type of Equipment: _____

Student Signature: _____ Date: _____

SDR staff member name: _____