STUDENT EQUIPMENT LOAN PERMISSION FORM

- Students must have signed permission form
- Students may only borrow equipment for coursework
- Students borrowing equipment must sign for and pick up equipment themselves
- A valid BuckID is required to reserve and receive equipment
- All items are subject to availability
- For further information, please visit odee.osu.edu/equipment-loan

In an effort to observe OSU’s Minimum Computing Security Standards, Classroom Services laptops are erased of all data stored on the hard drive upon reboot. Sensitive or personal data should not be stored on loan laptops.

Classroom Services reserves the right to deny equipment to students who violate restrictions, return equipment late, or abuse the equipment physically.

Classroom Services may contact your instructor or the Registrar’s Office in order to recover equipment and/or fees incurred from negligent use; grades may be withheld if any changes are delinquent. Late returns will affect an individual’s ability to reserve equipment in the future.

STUDENT

Student (print): ________________________________________________________________

Phone: ___________________________ Date: _________________________________

OSU Email: ________________________ Signature: ____________________________

* Student is responsible for the cost of repair or replacement of any equipment damaged while checked out under his/her name. Grades may be withheld if any charges are delinquent.

INSTRUCTOR

Instructor (print): ___________________________ Term/Year: ___________________________

Department, Course Name/Number: ______________________________________________

Phone: ___________________________ Date: _________________________________

OSU Email: ________________________ Signature: ____________________________

* Instructor signature will permit this student to borrow equipment needed for coursework for the indicated semester only. Classroom Services may require instructor cooperation in the event the student damages or loses the equipment.