

EQUIPMENT LOAN FORM

Upward Bound

University of Hawai'i at Hilo

SECTION I: LOAN REQUEST

_____, _____
Student Last Name (Print) *Student First Name (Print)*

1. Request to borrow specified item(s): _____
2. Reason for Specified request (ex. Student will be using the laptop to do scholarship research and college applications): _____

I agree to return the borrowed item(s) within one month in the condition that is received. I understand that if it is not returned in the condition that it was received, my borrowing privileges with Upward Bound will be terminated. My parents and I also agree that if the item(s) is lost, stolen, and/or damaged we are responsible for the cost of repair or replacement of the item(s).

Signature of Borrower

Signature of Parent

Date: ____ / ____ / ____

Physical Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____)-____-____ Cell Phone: (____)-____-____ Email: _____

SECTION II: PROGRAM COORDINATOR APPROVAL

Urban Rural East Rural West Math Science

Program Coordinator Signature: _____ Date: ____ / ____ / ____

SECTION III: OFFICE USE ONLY

Borrowed Item(s): Laptop: Make: _____ Model: _____ No: _____
 Book(s): Title: _____ No: _____
 Other(s): Item: _____ No: _____

Condition of item(s) upon departure: (ie. Working, missing parts, scratches, etc.) _____

DATE REC'VD (PC): ____ / ____ / ____ DATE BORROWED: ____ / ____ / ____ DUE DATE: ____ / ____ / ____

SECTION IV: RETURN OF LOANED ITEMS(S)

DATE RETURNED: ____ / ____ / ____

Condition of item(s) upon returning: (ie. working, missing parts, scratches, any problems, etc.):

Signature of Borrower

Date: ____ / ____ / ____

Signature of Upward Bound Staff

Date: ____ / ____ / ____

EQUIPMENT LOAN: POLICY & PROCEDURES

1. An Upward Bound student may borrow a laptop and/or other program equipment to: 1) complete high school academic work; 2) complete an online educational assessment; 3) apply to an institution of higher education and/or scholarship(s); 4) conduct research related to completing high school and/or Upward Bound assignments, or; 5) conduct research specifically related to college preparation, only. Use of Program equipment for personal, inappropriate or frivolous activities will result loss of equipment borrowing privileges.
2. An Equipment Loan form must be completed by the student. The Loan form must include the signature of the parent because the student is a minor. The Equipment Loan form must be turned in at the Upward Bound Office (345A College Hall, University of Hawaii at Hilo).
3. A first-time borrower must submit an Equipment Loan form at least one week in advance to provide adequate time to pull the laptop or other equipment from storage.
4. A repeat borrower must call the Upward Bound Office, at 932-7517, at least two days advance to provide adequate time to pull the laptop or other equipment from storage for exchange. If the number of laptops or other equipment is limited at time of request, participants on the current waiting list will be given priority. The participant returning the laptop or equipment will be added to the waiting list and provided a laptop or equipment as requests on the list are filled.
5. The laptop or other equipment may be picked up at the Upward Bound Office (345A College Hall, University of Hawaii at Hilo) or other prior approved location (i.e., Saturday Academy, tutoring session, PC school visit, etc.).
6. The laptop or other equipment may be checked-out for a period up to one month duration, and must be returned or exchanged before or on the due date indicated on the Loan form. The student and parent share responsibility to return the laptop or other equipment by the due date.
7. The laptop or other equipment must be returned to the Upward Bound Office or other previously approved location (i.e., Saturday Academy, tutoring session, PC school visit, etc.)
8. The returned laptop or other equipment will undergo a thorough hardware and software assessment.
9. Any malfunctions, computer damage or problems with the computer software must be reported to Upward Bound, immediately, by calling the Upward Bound Office at 932-7517.
10. Any intentional abuse or damage to the laptop will result in loss of technology borrowing privileges. The parent and participant will be billed for any computer damage due to intentional abuse, misuse or neglect. The student and parent will be billed for the lost or stolen laptop or other equipment. Because the laptops and other equipment were purchased with federal funds, a missing or damaged laptop or other equipment, or related parts must be reported to the Controlled Property Office, at the University of Hawaii at Hilo and the U.S. Department of Education, with the names of the student and parent last in possession of the equipment.
11. The laptop should only contain software loaded by the Upward Bound technology staff. The student borrower and parent will be billed for the removal of any un-authorized software found on the equipment.
12. The laptop or other equipment is on loan only to the participant who checked it out, and may not be loaned to another individual, not even to another Upward Bound participant.
13. An infraction of any of the herein stated policies and procedures will result in loss of laptop and equipment borrowing and use privileges and financial charges.
14. All equipment returned after the deadline will result in:
 - a. Written warning for first offense
 - b. Probation and reduce borrowing period for second offense
 - c. Loss of privileges for third offense