**IT Equipment Loan and Return Agreement**

By accepting possession of a Marbella International University Centre (“MIUC”) IT Equipment, student/faculty/staff agrees to the following responsibilities for the use and care of this device:

1. The student/faculty/staff agrees to follow all MIUC policies and regulations governing the responsible use of laptops/computers. The student/faculty/staff shall not personalise, remove or alter any MIUC identification labels attached to or displayed on the IT Equipment, nor shall the student/faculty/staff change identification within the IT Equipment.
2. The student/faculty/staff agrees not to delete any MIUC-installed software. The student/faculty/staff agrees to use IT Equipment in ways that are educational and appropriate. The student/faculty/staff understands that only authorized educational programs installed by MIUC staff may be used on the laptop, and that he/she is not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction.
3. The student/faculty/staff agrees to be responsible for keeping food and beverages away from the IT Equipment and that he/she is not to leave the IT Equipment outside, unattended in a vehicle, in an unsecure location, or near water.
4. The student/faculty/staff must report theft (or suspected theft) of the IT Equipment, loss of the IT Equipment, damage to the IT Equipment, or malfunctioning of the IT Equipment to MIUC staff promptly and no later than 24 hours of the incident. The student/faculty/staff understands that he/she is accountable for knowing where the IT Equipment is at all times.
5. The student/faculty/staff agrees to keep the IT Equipment secure and safe. The student/faculty/staff will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the computer is damaged or returned with any accessories missing, MIUC will charge the lesser of the repair or the replacement cost.
6. The IT Equipment cannot be loaned, sold, traded, leased, rented or given to any other person without the express written consent of MIUC.
7. The IT Equipment is the property of MIUC. MIUC reserves the right to demand return of the laptop at any time.

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| **IT EQUIPMENT DETAILS:**

|  |  |  |
| --- | --- | --- |
|  | **LOANED** | **RETURNED** |
| **BASE (Select):** | * IT Equipment description and serial number:
 | * IT Equipment description and serial number:
 |
| **ACCESSORIES (Select):**  | * USB Keyboard
* USB Mouse
* Power Cables
* MONITOR
* Other:

(Specify)* Other:

(Specify)* Other:

(Specify) | * USB Keyboard
* USB Mouse
* Power Cables
* MONITOR
* Other:

(Specify)* Other:

(Specify)* Other:

(Specify) |

I hereby acknowledge receipt of the equipment listed above.  I hereby confirm that all equipment listed above is in good working order. I have read and understood this agreement and will comply with the terms and conditions therein.

|  |  |
| --- | --- |
| **PRINT STUDENT/FACULTY/STAFF NAME:** | **ADDRESS:** |
| **SIGNATURE:** | **DATE LOANED:** |

For Staff Use Only:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *I hereby authorise release of the IT Equipment listed above to the borrower.*

|  |  |
| --- | --- |
| **PRINT NAME:** | **DATE:** |
| **SIGNATURE:** |  |

*I hereby confirm that all returned IT Equipment listed above is in good working order.*

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| **Date Returned and Records Amended:** |
| **PRINT NAME:** | **SIGNATURE:** |

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