

**Non-State School Equipment Loan and Trial Service  
Request Form**

Clear Form

Student & Non-State School Details		Borrower Details (DoE Staff)	
Student Name		Full Name	
Year Level		Position	
D.O.B.		Base School	
Non-State School		Phone	
Phone		Mobile	
School Address		Email	
		Region	
Delivery Details			
Details of Student's Disability	<input type="checkbox"/> Verified <b>OR</b> <input type="checkbox"/> Awaiting Verification <input type="checkbox"/> Other Information:		
	<input type="checkbox"/> PI <input type="checkbox"/> HI <input type="checkbox"/> VI		
Reason for Loan Request			
If borrowing from the Statewide equipment, have you tried sourcing this equipment from your Region?			Yes

School Contact Person			
Full Name		Position	
Email		Phone	

Equipment Details		Equipment Details	
Catalogue Name		Catalogue Name	
Relevant Information Size, Accessories		Relevant Information Size, Accessories	
Catalogue Name		Other Information:	
Relevant Information: Size, Accessories			

Restricted Loan Item			
Is any of the equipment listed as a restricted loan item requiring input from Specialist Staff?			Yes    No
If Yes, please provide details of Specialist Staff recommending and supporting this loan.			
Full Name		Position	<input type="checkbox"/> Therapist <input type="checkbox"/> AVT <input type="checkbox"/> Other
Organisation			
Email		Phone	

OFFICE USE ONLY			
ED Quip No:		Date Equipment Collected:	
ED Quip No:		Due Date Loan Equipment:	
ED Quip No:		Date Equipment Returned:	

The Borrowing School agrees as follows:

**Conditions:**

1. This Request Form must be completed, signed and returned to the Loan and Trial Service before Equipment can be sent on loan. Department of Education Regional Officers can assist with the completion of the request form.
2. Requests for items in the 'restricted' Equipment borrowing category must be carried out in consultation with specialist staff at the Loan and Trial Service.
3. The Loan and Trial Service provides the Equipment to the Borrowing School on an "as is" basis and excludes all warranties, express or implied, including warranties of fitness of the Equipment for any particular purpose.

**Loan Period – Maximum of One School term**

4. Equipment shall remain in the possession of the Borrowing School for one school term only, but may be withdrawn from loan at any time with 7 days' written notice from the Loan and Trial Service.

**Care of Equipment**

5. The Borrowing School must use the Equipment according to the Manufacturers instructions.
6. Equipment must not be modified in any way.
7. The Borrowing School will give Equipment in its custody the same care provided to similar property of its own.

**Return of equipment**

8. At the end of the loan/trial period or if the Loan and Trial Service terminates this agreement earlier, the borrowing school will return the Equipment to the Loan and Trial Service. Courier costs for any Equipment borrowed from the Statewide collection will be provided by the Loan and Trial Service. Note: Each Region will have their own policy regarding transport arrangements and the payment of courier costs which must be adhered to.
9. Loan/Trial Equipment must be returned to the Students with Disability Equipment Loan and Trial Service by the due date.
10. All Equipment must be returned clean and in good working condition

11. All manuals, instruction sheets, cables, rechargers, postural supports and any Equipment accessories must be included in the return. Many items will have an accompanying 'Kit List' to assist with the process for returning Equipment.

**Costs**

12. The Borrowing School is responsible for the costs of repairing or replacing any modified, damaged, lost or stolen Equipment resulting from inappropriate use, or non-return of Equipment.
13. The freight, postage or courier costs for delivery and return of the Equipment from the Statewide collection will be paid by the Loan and Trial Service. Note: Each Region will have their own policy regarding transport arrangements and the payment of courier costs which must be adhered to.
14. If the Equipment is damaged, destroyed lost or stolen whilst on loan, then the Borrowing School must either pay the costs of replacing the Equipment as invoiced by the Loan and Trial Service, or replace the Equipment with an item of the same type and to a similar condition; or a better condition, if a similar condition is not available.
15. If the Equipment is damaged but not to the extent that it needs to be replaced, the Borrowing School must restore the Equipment to the condition it was in at the commencement of the loan/trial period.
16. Equipment not returned at the end of the loan/trial period, will be deemed lost and an invoice for the replacement costs will be forwarded to the Borrowing School.

**Non-Transfer of Equipment**

17. Equipment must not be transferred between students. When a student leaves a school, the loan/trial period ends, and the Equipment must be returned to the Loan and Trial Service.

**Meaning of Words**

"Borrowing School" means the school named.

"Equipment" means the equipment listed on page 1.

"Loan and Trial Service" means the Department of Education Students With Disability Equipment Loan and Trial Service operating at Mt Ommaney Special School, Brisbane.

I have read and agree to above conditions.	
<b>Name:</b>	<b>Signature:</b>
<b>Email:</b>	<b>Date:</b>
<b>(Name and signature of Principal at Borrowing Non-State School)</b>	

***For Regional Loans please return signed and completed form to your regional contact.***

***For Statewide Loans please return signed and completed form to***  
***[EquipmentLoanService@mtommaneyspecs.eq.edu.au](mailto:EquipmentLoanService@mtommaneyspecs.eq.edu.au)***

***If you have any inquiries about equipment items, phone 0476 825 516.***

***Privacy Statement*** The Department of Education collects, uses and discloses student's personal information in accordance with the confidentiality provision in s.426 of the Education (General Provisions) Act 2006. Information on the student's medical, developmental and educational status and history is being collected, used or disclosed for the purpose of the Education Adjustment Program. The information will be kept in a secure location and will only be accessed by relevant departmental personnel. Student's information will not be given to any other person or external body unless consent has been provided or the department is permitted or required by law to use or disclose such information.