

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

Student and School Details			Borrower Details (DoE Staff)		
Student Name			Name		
Year Level			Position		
Date of Birth			Base		
School			Phone		
Phone			Email		
School Address			Base Region		
NCCD Category					
<input type="checkbox"/> Cognitive	<input type="checkbox"/> Physical	<input type="checkbox"/> Sensory	<input type="checkbox"/> Social/Emotional	<input type="checkbox"/> Not Identified	<input type="checkbox"/> Temporary Injury
School Contact Person					
Full Name:			Position:		
Email:			Phone:		
Reason for Loan Request					
School Plan for Equipment Provision to fulfil ongoing student need following trial loan period (10 school weeks)					Requested Start Date
					Requested End Date
Equipment Information					
Item No.	Catalogue Name (Including Accessories) <small>Please include EQ ID Number/ /TELS Number/ Other Identifier if known.</small>			Restriction Category (as stated in catalogue)	
1					
2					
3					
4					
Specialist Details (if item is restricted)					
Full Name:		Role (e.g., OT/Physio/ SLP/AVT):	Email and Phone:		Signature: _____
Office use only					
1	ED QUIP ID/Identifier		Date Equipment Collected		Date Equipment Returned
2	ED QUIP ID/Identifier		Date Equipment Collected		Date Equipment Returned
3	ED QUIP ID/Identifier		Date Equipment Collected		Date Equipment Returned
4	ED QUIP ID/Identifier		Date Equipment Collected		Date Equipment Returned

Conditions:

1. This Request Form must be completed, signed by specialist staff AND principal of Borrowing School and returned to the Loan and Trial Service before Equipment can be sent on loan.
2. Requests for items in the 'restricted' Equipment borrowing category must be carried out in consultation with specialist staff 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

4. Equipment shall remain in the possession of the Borrowing School for one 10-week school period.

Care of Equipment

5. The Borrowing School must use the Equipment according to the Manufacturer's 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 at the expense of the Borrowing School.
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 accessories must be included in the return.

Many items will have an accompanying 'Kit List' to assist with the process for returning Equipment.

12. Costs

13. 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.
14. The arrangement and the costs for courier transport for the trial Equipment to and from the Borrowing School will be the responsibility of the Borrowing School. The Loan and Trial Service may contribute to some costs involved in couriers in exceptional circumstances only. Exceptional circumstances are considered on a case-by-case basis and must constitute circumstances outside routine borrowing practices.
15. 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.
16. 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.
17. 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

18. 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 regional location the equipment was borrowed from.

I have read and agree to above conditions and the student's parents have been notified.

Name: _____

Signature: _____

Email: _____

Date: _____

OFFICE USE ONLY: Application form processed by:

Name: _____

Signature: _____

Date: _____

Please return the signed and completed form to the Equipment Loan and Trial Service inbox in your region. The email address for each region can be found on the Equipment Loan and Trial Service SharePoint.

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. Information given to the professionals or agencies listed above is for the purpose of informing their professional service to the student.