

Danville Area Community College Technology Equipment Loan Program (TELP) Request Form

This application is to be used in applying for a loan with the Technology Equipment Loan Program (TELP). This loan program is designed to provide a laptop for temporary usage with a maximum loan period of only one (1) semester. However, we strive to accommodate unique requests when possible. Only students who are enrolled in DACC courses for the current semester may apply.

Please note that laptops are limited and completion of this form does not guarantee that a laptop will be available for you to borrow.

First Name:	Last Name:
Student/Employee ID#	Phone Number

Please initial and sign that you have read and agree to the following:

_____ I agree to keep the device secure from loss or damage. If damage or loss occurs to the device which is a result of my failure to follow the appropriate guidelines or employ reasonable safeguards, I understand that I shall be responsible for such loss or damage and shall be asked to reimburse DACC. Non-damaged condition is defined as a) No noticeable scratches or impressions; b) No cracks, missing buttons, frayed wiring; and c) All accessories and capabilities must be functional.

_____ I agree to not place any inappropriate data or software programs on the device(s) that has not been approved for download by DACC Information Technology department.

_____ I agree to report any loss or theft of the device(s) immediately to the local police department and to the Testing Center.

_____ I agree to return borrowed device to the Testing Center Cannon Hall Room 103 upon the end the semester or withdrawal of courses.

_____ I agree if the equipment is NOT returned or damaged my DACC account will be charged the replacement cost for each item and I will not be able to borrow any additional equipment from the Technology Equipment Loan Program.

Borrower's Signature _____ **Date** _____

****FOR TELP SPECIALIST USE ONLY****

Approved By:		Expected Return Date:
Description of Device	Serial Number	Inventory Number

Please return completed form to DACC Testing Center Cannon Hall Room 103

For more information, please call 217-443-8708