Elizabeth College

Laptop Computer Loan Form 2025

I acknowledge the laptop is owned by Elizabeth College and remains the property of Elizabeth College.

I _____ (student name) wish to borrow a laptop from Elizabeth College until either the end of the school year, the enrolment ends, or I am contacted by Elizabeth College to return the device.

Conditions of Use

1. The student is responsible for this laptop. When not in use it must be secured and cannot be used by others.
2. The student will only use software that is permitted to be installed and/or run on the laptop which is the software installed by Elizabeth College IT support staff.
3. Student use of the laptop must be in the support of their education and must comply with the Elizabeth College ICT User Agreement.
4. Any hardware or software issues must be reported to the Elizabeth College IT support staff.
5. If the laptop assigned to your student is not returned, lost, damaged through negligence, vandalism, or failure to follow the proper care guidelines, families may be asked to contribute to/pay the full cost of repair or replacement*
6. **The laptop must be paid in full prior to collection.** This cost will not apply to students approved for Student Assistance Scheme (STAS).

Signed: _____ (Student) Date: _____

Signed: _____ (Parent/Carer) Date: _____

Name: _____ (Parent/Carer)

*Screen repair/replacement $200 - $500 *Replacement device cost $750 - $900

☐ Paid in full $100.00

☐ **Qkr! (preferred method - see previous page for instructions)** Receipt No. _____

☐ Cash (paid at the office) ☐ Eftpos (paid at the office)

☐ STAS (no payment required) STAS approval no. _____

PLEASE RETURN THIS COMPLETED FORM TO THE ELIZABETH COLLEGE OFFICE BY 28 FEBRUARY 2025

Office use only:
Budget centre: 304.3233.RS502 GST: No