



Loan Program

Damage / Loss Report Form

Description of Damage or Loss:

Cause or Event (for theft, attach police report):

Requested resolution (*a hold will be placed on the student's record pending resolution*):

- ☐ Student will pay the \$550.00 fee for the laptop and waives administrative review.
- ☐ Student requests contact for an appointment for administrative review.

Student ID#: _____

Student Phone: _____

Student Email: _____

Student Signature: _____

Date: _____

FOR OFFICE USE ONLY	
Verified by:	



Loan Program

FOR OFFICE USE ONLY – Administrative Review	
Reviewed by:	
Date of Review:	
Outcome:	
Student Acknowledgement / Signature:	