



# Loan Program Damage / Loss Report Form



Description of Damage or Loss:

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

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

- Student will pay the \$300 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:	