



Judith Herb College of Education Equipment Checkout System: **STUDENT Agreement**

I certify that I am a currently registered student with an open matriculation in the Judith Herb College of Education (“Judith Herb COE” or “the college”) at The University of Toledo (UT). By signing this form, I agree to abide by the conditions specified in this agreement. I also agree to abide by the “Judith Herb College of Education Equipment Checkout System Policy Statement.”

1. **I am personally responsible for all equipment I check out. I am also personally liable for any damaged and/or missing equipment I check out.**
2. I must present a valid UT student ID to check out equipment from the Judith Herb COE.
3. I may not check out more than one (1) of any type of equipment (e.g., laptop) at the same time.
4. Equipment must be returned **at least 30 minutes before closing time of the Carver Resource Center TWO BUSINESS DAYS AFTER IT IS BORROWED.** I will return all items I have checked out within the specified time. All items are to be returned to the same location where they were checked out.
5. Equipment may be checked out for longer periods, upon written request of a Judith Herb COE faculty member teaching a course in which the student is currently registered (e.g., Field Experience students), AND upon written permission of the Coordinator of the Center or designee.
6. **I will be charged for missing, damaged, or stolen equipment checked out to me up to the full replacement cost of the item(s) borrowed.**
7. The fine for late equipment is \$20.00 per item for each business day up to the full replacement cost of the item(s) borrowed. If equipment is not returned on time and/or if repeated lateness occurs, my privileges may be permanently revoked, at the discretion of the Coordinator. **In addition, the University of Toledo Campus Police may be notified.**
8. All costs incurred will be charged to my student account. In addition, my student account may be placed on hold and may be subject to additional fines charged by the Bursar’s Office. Further disciplinary action may occur through the Office of Student Affairs and/or through criminal proceedings.
9. Any attempt to deceive employees of the Judith Herb COE will result in immediate and permanent loss of all access privileges as well as possible disciplinary and or criminal action.
10. Exceptions to the above conditions may be made only upon written approval of the Coordinator or designee.

Signature: _____ Date: _____

Name (*print*): _____ Student ID #: _____

Local Address: _____

Local Phone: ____ — ____ — _____ UT Email Address: _____@utoledo.edu

IMPORTANT: You must use your University of Toledo email address (e.g., “john.smith@utoledo.edu”).

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Comments: _____

THIS AGREEMENT IS SUBJECT TO CHANGE BY AUTHORIZED JUDITH HERB COLLEGE OF EDUCATION PERSONNEL

Distribution: White – Carver Resource Center

Yellow – student (borrower)