

W UNIVERSITY *of* WASHINGTON | TACOMA

DISABILITY RESOURCES for STUDENTS

Equipment Check-Out Procedures

Disability Resources for Students (DRS) has a variety of special equipment used by students for the purpose of academic access. DRS does not provide individually-prescribed devices or items of a personal nature.

Students checking out equipment are expected to keep up with the equipment, handle it with care, and return it as soon as they have finished with it. Such cooperation extends the utility of the equipment and allows more students to benefit from this service.

Students who borrow equipment must do so in accordance with the following procedures:

1. You must personally sign a check-out sheet for the specific equipment you borrow each quarter or each time you borrow it.
2. You must sign the check-in section on the original check-out sheet when you return the equipment, as a record of your return.
3. All equipment must be returned by the last day of final exams each quarter in order for us to inventory the equipment at the end of each quarter. If you should need the equipment during quarter break for legitimate academic reasons, you must bring it in to be checked and renewed.
4. If the equipment is not returned by the last day of final exams, or is lost or damaged, you are responsible for the current replacement or repair cost. DRS will notify the Cashier's Office to charge your student account with the repair or replacement cost of the item(s). This amount will remain as an outstanding balance until the equipment is paid for or returned to DRS. Outstanding balances can result in your grades, registration, and any release of your transcript being placed on hold, and the amount owed can be sent to a collection agency.

Thank you for your cooperation in adhering to the equipment check-out policies and procedures.

I have read and understand the equipment check-out policy.

Print Name

Signature

Date