

IMPORTANT: This form must be attached to a completed Custody Receipt Form Prior to Releasing Equipment to Student.



HILTON FOUNDATION GRANT EQUIPMENT STUDENT LOAN FORM
(Reference: [Hilton Foundation Grant Equipment Loans to Students for Educational Use policy](#))

Form to be completed by Hilton Foundation Grant Director or designee. Requires signature of student and signature approval of Hilton Foundation Grant Director.

EQUIPMENT INFORMATION -----

Description of Equipment to be Loaned to Student for Educational Use:

LA State Tag # (if applicable) _____ Hilton Fdn. Grant Tag# _____

Hilton Foundation Property Location # (if applicable): _____

Model No. _____ Serial No. _____

EDUCATIONAL PURPOSE -----

Provide Justification for Loan *and* Describe Educational Use (coursework) to be completed using equipment:

Checkout Date _____ Due Date _____ Estimated Value/Replacement Cost \$ _____

Authorized Delgado Employee to Receive Returned Equipment _____

STUDENT INFORMATION/CERTIFICATION -----

Name of Student _____ Student ID _____

Student's Academic Division _____ Academic Program _____

Address/City/State/Zip _____

Phone # _____ Email _____

In accordance with the College's [Hilton Foundation Grant's Equipment Loans to Students for Educational Use policy](#):
I certify that I accept responsibility for the full cost of the equipment being loaned to me by Delgado Community College. I will be financially responsible for the replacement of all damaged, lost, or stolen equipment and/or accessory parts (excluding normal wear and tear). I further understand I am to use the equipment for educational purposes only to complete the courses/coursework as defined above. **I must return the equipment to the designated authorized College representative by the required return date**, or at any time requested by Delgado Community College.

Student's Signature

Date

APPROVED: _____
Hilton Foundation Grant Director's Signature
(Property Location Supervisor)

Date