

**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

Form AA-007/001 (2/2022)

Originals: Property Manager; Copies: Carl Perkins & Hilton Career Pathways Manager (Department Head)