

Loan slip „LAPTOPS FOR STUDENTS“

valid for

Winter semester _____ : 1st. October – 31st. March _____ (latest return date)

or

Summer semester _____ : 1st. April – 30th. September _____ (latest return date)

Female Male Other

The AStA certificate of the needs assessment is available

Name: _____

Faculty: _____

Address: _____

Matriculation-Nr.: _____

E-Mail: _____

Telephone: _____

Application number of the needs assessment: _____

Borrowed laptop and accessories

Number	Laptop/Accessories	
1	Laptop Dell Latitude 3510 / 3520	Service-Tag:
1	Power Supply Dell	
1	Laptop Bag	

Notes on the use of laptops to support digital teaching:

The laptops are issued exclusively to students in need of the University of Duisburg-Essen. The neediness has to be proven by a certificate from the AStA prior to the loan. **The loan period of the laptops is generally limited to one semester.** Transfer to third parties is not permitted.

Your duties when dealing with the laptops of the ZIM:

- *Checking for completeness, functionality and damage at handover.*

The laptop reserved for collection will be checked for completeness, functionality and possible damage by the employees of the service center together with the borrower at the time of handover and return. The borrower confirms receipt of the error-free and functional laptop by signing on the loan slip.

- *Careful handling:*

The borrower undertakes to handle the laptop carefully and appropriately. Dirt and damage to the laptop are to be avoided. The laptop is generally only to be used in enclosed spaces.

- *Complete and timely return:*

The laptops and accessories must be returned in full and on time.

In case of a loan in the winter semester no later than 31st.03. of the year in question.

In case of a loan in the summer semester no later than 30th.09. of the respective year.

- *Immediate notification of loss and damage:*

The loss of the laptop or damage to the laptop must be reported immediately. The borrower is obliged to provide complete and truthful information about the loss or damage.

A breach of the above obligations may lead to unnecessary costs and represent a considerable additional effort. The ZIM reserves the right to exclude borrowers who intentionally, grossly or repeatedly violate these obligations from lending. The assertion of any claims for damages against the borrower remains unaffected. Otherwise, the statutory provisions in accordance with § 598 ff. BGB apply.

Date of collection: _____ at _____ o'clock signature student: _____
(borrowing person)

signature of ZIM employee: _____

Date of return: _____ at _____ o'clock signature of ZIM employee: _____