



Physical Damage Form



Student Details

Student Name:	PC:	Date:
Device Details: <input type="checkbox"/> Laptop <input type="checkbox"/> iPad		
College Barcode:	Service Tag/Serial #:	



Have you backed up your data? Yes

Incident Details

Nature of the issue: <input type="checkbox"/> Physical Damage <input type="checkbox"/> Malfunction	Date Occurred:	
Location Occurred:		
Address:	State:	
Town/Suburb:	Postcode:	
Name of witness: (where applicable)	Phone:	Email:

Briefly outline the problem(s) with your device. e.g. broken screen, bent frame, missing keys, etc.

Outline anything that you know may have caused the problem.

This information is required to lodge an insurance claim for accidental damage; the more detail you provide the better.

Use the back of this form if more space is required.

Parent's Acknowledgement & Signature

I _____ understand that the repair of any physical damage to my student's laptop/iPad will incur an excess charge. This amount (\$50 for laptop, \$65 for iPad) will be added to my College fee account and will appear on my next statement. I give my approval for the repair of the device to proceed.

Signature: _____ Date: _____

Please take your completed form and device to Mr Ritter for processing

<input type="checkbox"/> Yes <input type="checkbox"/> No Damage repair required	<input type="checkbox"/> Yes <input type="checkbox"/> No Student contribution required (over and above excess)
<input type="checkbox"/> Yes <input type="checkbox"/> No Malfunction investigation required	<input type="checkbox"/> Yes <input type="checkbox"/> No Issue hot swap if available
Mr Ritter Signature: _____	Date: _____