



# Physical Damage Form

## Student Details

Student Name:		PC:	Date:	
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## Laptop Details

College Barcode:		Service Tag/Serial #:	
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## STOP

Have you backed up your data?  Yes

## Incident Details

<b>Nature of the issue:</b>	<input type="checkbox"/> Physical Damage <input type="checkbox"/> Malfunction	<b>Date Incident Occurred:</b>	
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## Location Incident Occurred:

Address:		State:	
Town/Suburb:		Postcode:	
Name of witness: (where applicable)		Phone:	
		Email:	

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

2. 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 the form if more space is required.

## 3. 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, \$100 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

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:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_