



# Physical Damage Form



## Student Details

Student Name:	PC:	Date:
<b>Device Details:</b> <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: _____