



# Loss or Theft Form

## Student Details

Student Name:		PC:	Date:	
---------------	--	-----	-------	--

## Device Details

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

## Incident Details

<b>Nature of the issue:</b>	<input type="checkbox"/> Device Lost	<b>Date Incident Occurred:</b>
	<input type="checkbox"/> Device Stolen	

## Location Incident Occurred (or last know location of the device):

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

## Description of the Incident (Include details of where the device was and full details of what occurred.)

## Police Report Details

QLD Police Reference Number:		Police Station:	
------------------------------	--	-----------------	--

## For Stolen Devices

Charger stolen:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Case stolen:	<input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	--	--------------	--

## Parent Acknowledgement & Signature

I \_\_\_\_\_ understand that the replacement of my student's laptop/iPad will incur a charge. An amount equivalent to 50% of the value for a first loss/theft incident and 100% for any subsequent incident will be added to my College fee account and will appear on my next statement. I give my approval for the replacement of the device to proceed.

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