



# CLANCY CATHOLIC COLLEGE

201 Carmichael Drive, West Hoxton PHONE: 8783 6000 FACSIMILE: 8783 6200

## DAMAGE, LOSS & REPAIR FORM

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**PASTORAL CLASS:** \_\_\_\_\_

**SERIAL NO (if known):** \_\_\_\_\_

**BARCODE (if known):** \_\_\_\_\_

Please indicate by ticking which of the following applies:

Item Lost / Stolen

Item Requires Repair

### **DETAILS OF PROBLEM / INCIDENT:**

(Please be as descriptive as possible. Include what the problem is **and** how it happened.)

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Please note:

\* In the event of loss, theft or non-warranty repairs a repair excess claim will be made and a charge of \$150 will be added to your fees, as outlined in the school Laptop Agreement Policy.

\* If the student is issued with a temporary laptop whilst repairs are completed, they are responsible for its proper care, and in the event of damage will be subject to the same repair excess as outlined above.

**STUDENT SIGNATURE:**

**PARENT SIGNATURE:**

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