



University of Sussex

School of Engineering and Informatics

Equipment Loan Agreement

1. This Agreement is between The University of Sussex (the "University") and you, the student ("You").
2. To support home study during the COVID-19 pandemic, the University shall loan the equipment detailed at the Annex to this Agreement ("Loan Equipment") to You. This Agreement confirms the conditions of use of the Loan Equipment and your responsibilities.
3. All Loan Equipment is provided to You in good working order. In consideration of the loan You agree to handle the Loan Equipment with care and store it securely when taken off the University campus. In the event that the Loan Equipment is not provided to You in good working order You have 3 days from the date of receipt of the Loan Equipment to notify the School Office of the School of Engineering and Informatics (the "School Office"). Any damage caused to the Loan Equipment during third party transit must be reported by You to the School Office immediately.
4. Loan Equipment may not be taken outside of the UK.
5. You shall return the Loan Equipment to the School Office on or before the return date detailed at the Annex to this Agreement ("Return Date"). You agree and acknowledge that should You fail to return the Loan Equipment on or before the Return Date or return the Loan Equipment in a state of disrepair the full cost of the University replacing or repairing the Loan Equipment will become payable by You immediately and will be subject to the University's Student Debt Policy.
6. During the term of the loan period You shall notify the School Office within 3 days of discovering the Loan Equipment is defective, is malfunctioning or is generally not in good working order. You agree to adhere to the reasonable instructions of the University in respect of returning and or replacing the Loan Equipment.
7. You shall not be liable for the costs of any repair or replacement of the Loan Equipment except in cases of non-return, neglect or deliberate damage.
8. This Agreement and any dispute or claim arising out of or in connection with it shall be governed by English law and subject to the exclusive jurisdiction of the courts of England.
9. The Recipient's signature to this Agreement indicates their acceptance of the above Terms and Conditions.

I agree and accept the terms and conditions of this Agreement

Recipient name

Recipient signature

Date

Tutor/technician

Tutor/technician signature

Date

email: enginequipment@sussex.ac.uk

<http://www.sussex.ac.uk/ei/internal/forstudents/equipment-loans>

ANNEX

Loan Equipment details

Type of equipment/kit

Serial number

Module/course

Date of collection

Recipient name

Recipient email

Return instructions

Date for return

Risk assessment form completed