

**UNIVERSITY OF LOUISIANA AT MONROE**  
**TEACH DELTA REGION (TDR)**  
**Equipment Check-Out Policy and Procedures (Student)**

The TEACH Delta Region Project (TDR) has a variety of equipment resources that may be used by students for the purpose of academic access. These resources are available to eligible alternative certification participants and are provided on a per semester loan basis. TDR does not provide individually prescribed devices or items of a personal nature.

**TDR equipment is considered property of the University of Louisiana at Monroe and the State of Louisiana.** Equipment must be checked out using appropriate university forms. Please keep up with the equipment, handle it with care and return on or before the due date. Such cooperation extends the utility of the equipment and allows more students to benefit from this service. Students who borrow equipment must do so in accordance with the following policies and procedures:

1. All students must personally complete appropriate property control forms for the specific equipment borrowed. This must be done each semester or each time the equipment is borrowed.
2. All students must complete the ULM Property Control Form which gives authorization for off-campus use of state property.
3. Equipment **may not** be checked out for personal use.
4. Laptop computers may be checked and used during your matriculation through the TEACH Delta Region MAT Program. Upon completion of degree requirements, the laptop computers must be immediately returned.
5. All equipment must be returned by the **last day** of final exams each semester in order for equipment to be inventoried and to perform necessary maintenance. If you should need the equipment during semester break for legitimate academic reasons, you must bring it in to be checked and renewed. **This DOES NOT include laptop computers. Computers must be returned for inventory each year. You will be notified in advance when you must return the computer for inventory purposes.**
6. If the equipment is not returned by the last day of final exams, TDR will notify the Student Accounts office to charge your account with the replacement cost of the item. This amount will remain as an outstanding balance until the equipment is paid for or returned to TDR.
7. Likewise, if the equipment is lost or damaged, you are responsible for the current replacement cost or repair cost. This fee will reflect as an outstanding balance on your account until it is paid. Outstanding balances can result in your grades and registration being placed on hold.

Thank you for your cooperation in adhering to the equipment check-out policy and procedures.

I have read and understand the equipment check-out policy.

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Print Name

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Signature

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Date