

## Broken iPad Case or Glass Screen Protector Claim Form

<b>Student Device</b> Glass Screen Protector (not the screen itself)    Slim Combo iPad Keyboard Case    (please circle)			
Device number S_____			
<b>Student Details</b>			
Student name		Date	Class
iPad Passcode		Student BCE password	
<b>Parent Details</b>			
Parent name		Contact number	
<b>Details of the Incident</b>			
Nature of the incident (Please circle)	Theft Loss	Damage Malfunction	Other
<b>Details of the Incident</b>			
Date of incident	Location	Home	School    (Please circle)
<b>Description of the Incident</b>			
<ul style="list-style-type: none"> <li>Include full details of what occurred, where and when</li> <li>If accidental damage, describe the incident and the damage</li> <li>If the laptop / iPad is not working, describe what the problem is and if you know what may have caused the problem</li> </ul>			
<b>Submission Sign Off</b>			
Parent Signature		Student Signature	
Teacher/ Office Staff Signature			

For Office Use

Process	Date:		Date
1. Device handed in with completed Form		6. Invoiced?    Yes/No	
		7. Invoice paid?    Yes/No	
2. Hot Swap issued		8. If replaced – device catalogued through Library	
3. Device assessed		9. Device returned to student	
4. Device logged for repair/replacement		10. Hot Swap returned	
5. Device repaired or replaced		11. Hot Swap reset	