

Calculator Loan Information

This application is for the loan of a graphing calculator to an eligible student enrolled in a Math class at Broward College, for the semester/session that the course is offered and only if the course requires this type of calculator. You must obtain the signature of the faculty teaching the course or the Academic Associate Dean, which indicates the graphing *calculator* is either required or recommended and attach all required supporting documentation described in Section 3 of this form. If approved, the calculator will be available at your local **Academic Success Center’s front desk**. Please allow 24-48 hours for application review and to be notified of your approval status. All calculators are available on a first come, first serve basis after approval.

Failure to return the calculator is a violation of **College Policy 6hx2-7.05**. This policy states that “the borrower [of college property] must accept responsibility for the return of the item within a designated time or reimbursement to the College in the event of damage, loss, or theft of the item.” **If you lose, damage, or fail to return the calculator by the due date, a financial obligation will be placed on your student record preventing you from registering for future classes and from receiving your transcript.**

1. Applicant Information (Required)

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State Zip Code*

Phone: _____ Student ID: _____

Email: _____

Course Information: _____
Course ID Reference Number Term & Session

Faculty Name: _____ Select Campus: _____

2. Faculty/Associate Dean’s Signature (Required)

I certify that the above-named student is enrolled in the indicated class and that the class requires the use of a graphing calculator.

Signature of Faculty/Academic Associate Dean Print Name of Faculty/Academic Associate Dean Date

3. Supporting Document Check List (Required)

Application Faculty/Academic Associate Dean Signature Class Schedule Copy of Student ID
Note: Students, please submit a copy of your class schedule and student ID to ASC@broward.edu.

CLICK HERE TO SUBMIT TO THE ASC

----- **STAFF USE ONLY** -----

Approval Status: Yes NO Approval Date: _____ Staff Initials: _____



Calculator Loan Acknowledgment Form

I, (print first & last name) _____, understand that the graphing calculator loaned to me today is for use in my mathematics course during the current semester/session, and is like any other book or resource I might borrow from Broward College.

Immediately upon completion of the course (or immediately upon my withdrawal from the course), I shall return the calculator in working condition to the Broward College Academic Success Center (ASC) Department where I picked up the calculator, by _____ (last day of the semester).

I further understand that my failure to return the calculator will result in the same type of penalty I would be assessed if I did not, for example, return a book borrowed from a Broward College library.

Specifically, if I do not return the calculator, I understand that this is a violation of **College policy 6Hx2-7.05**, which states, "Property on temporary loan to a student or an employee should be properly receipted for, and the borrower must accept responsibility for return of the item within a designated time or for reimbursement to the College in the event of damage, loss, or theft of the item unless evidence is provided that responsible precautions were taken to protect the property." As a result, **a financial obligation will be placed on my record, which will prevent future registrations and the release of academic transcripts.** Moreover, in the event it is lost, stolen, or significantly damaged, **I understand that I will be responsible for reimbursing Broward College’s Academic Success Center (ASC) Department for the cost of the calculator (or providing an equivalent replacement calculator).**

Finally, as a student, I fully appreciate the importance of returning the calculator promptly, so that other students in future semesters may also enjoy this same benefit that I have been fortunate to utilize.

Print Name	Signature	Date
BC Student ID #	Phone #	Cellphone Carrier
Personal E-Mail Address	Alternative E-Mail Address (BC e-mail or work e-mail)	

ASC STAFF USE ONLY:

Calculator Type:	Serial Number:	Barcode Number:	Manual: Y or N
Date Borrowed:	Distributed by:	Staff Signature:	Term/Session:
Date Returned:	Received by:	Staff Signature:	