



Program for Institutional Loans of Assistive Technology (PILAT)

Service Request Form

Details of Disability Services Coordinator Requesting Service

Name:	<input type="text"/>	Institution:	<input type="text"/>
Tel.:	<input type="text"/>	Campus:	<input type="text"/>
Email:	<input type="text"/>	Date:	<input type="text"/>

Details of Requested Service

What service(s) are you requesting:

- | | |
|-----------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> XamboX Loan | <input type="checkbox"/> PIAF Tactile Graphic Maker Loan |
| <input type="checkbox"/> Typewell Subscription | <input type="checkbox"/> Consultation about Assistive Tech |
| <input type="checkbox"/> Wireless Typewell Mic Loan | <input type="checkbox"/> Assistive Tech Training for Staff |
| <input type="checkbox"/> Soundfield Loan | <input type="checkbox"/> Other: <input type="text"/> |

Additional information about request:



Security and Shipping Plan for Loaned Equipment

Safe/secure location of loaned equipment when not in use:

Contact info for individual(s) responsible for the safe-keeping of loaned equipment:

Shipping Address:

This Section For Typewell Subscriptions Only:

Transcriptionist Info:

Name:

Tel:

Email:

Typist Qualification:

Novice Certification Level I
 Certification Level II

Signature:

Date:



PILAT Conditions of Loan Agreement

The adaptive hardware/software loaned to your institution is owned by and licensed to Assistive Technology British Columbia (ATBC). In accepting the loan, **the institution assumes responsibility for the security and care** of the loaned equipment in addition to the following conditions of loan:

1. The hardware/software **remains on campus** at all times.
2. The hardware/software is used for its intended purpose as stated in the PILAT application.
3. Permission is obtained from ATBC before installing additional hardware or software.
4. Appropriate shipping boxes are retained to ensure safe return of equipment at the end of the loan.
5. Original components, software media, and manuals are retained in a safe and secure location and returned to ATBC at the end of the loan.
6. If problems occur with the installed hardware or software, ATBC will be contacted to arrange for repair or return of the equipment.
7. The names of the students being supported by the hardware/software are provided to Assistive Technology BC, if applicable.
8. If this is a request for Typewell software or equipment: the Typewell captionist may not use the loaned Typewell equipment for personal, business or any use other than for Typewell captioning.

Disability Services Coordinator Signature

Signature:

Date: