

**DAMAGE COLLECTION POLICY IN DIGITAL MEDIA**  
**School of Arts, Media, Performance & Design**  
**Digital Media Program**

All students with a valid Art & Technology Learning Lab (ATLL) card wishing to borrow ATLL production equipment shall sign a waiver the first time they borrow equipment from the lab. This waiver outlines procedures and policies regarding insurance, damage, loss or theft to equipment. Any unpaid damages incurred will be charged directly to their student accounts.  
For further information, please contact the Digital Media Lab Technician

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**DAMAGE COLLECTION POLICY WAIVER**

**All students shall sign this waiver upon borrowing Art & Technology Learning Lab production equipment. The waiver must be signed the first time the student borrows equipment from the Art & Technology Learning Lab.**

**Damaged or Lost Equipment**

In the case of damaged production equipment that is the property of the Digital Media Program, the lab technician will determine if the damage is the result of normal wear and tear and if the item is repairable. If it is determined that the damage was the result of abuse, carelessness or negligence, the student will be responsible for the full cost of the repair, or the full cost of replacement if the item is not repairable.

**Damage Collection Procedure**

Upon receiving any of these notifications (damage, loss, theft) the Digital Media Program will prepare an invoice for the full repair or replacement cost of the item(s). You will be responsible for full payment of this bill within 14 days. Payment must be made by certified cheque, money order or cash to the Digital Media Program office. Personal cheques will not be accepted. If payment is not received within 14 calendar days or by the last class day of the term, whichever is sooner, your equipment borrowing privileges will be suspended and the outstanding amounts owed will be billed directly to your student account. Until your student account is paid in full you will not be able to obtain official transcripts or graduate, etc. In certain special cases, the Lab Technician may authorize the borrower to provide a substitute for the missing or stolen equipment with an item of equivalent function and value. Please note that refunds of payment for lost or missing items cannot be given once your cheque has been cashed even if the item is subsequently found.

By signing below waiver, I acknowledge that I have read and agree to the Art & Technology Learning Lab Damage Collection Policy Waiver.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date