

## iPad Repair & Lost Report

I, \_\_\_\_\_, affirm that:

1. Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_
2. Location of Incident: \_\_\_\_\_
3. Description of Incident: *(What happened?)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing, I agree that the above statements are true and correct to the best of my knowledge.

Student Signature: \_\_\_\_\_

### **Parent**

- This is the first repair/replacement this year and is covered by the VCS accidental damage warranty. There is a \$50 handling fee that will be charged to your tuition account.
- Not covered by the warranty. There is an estimated \$\_\_\_\_\_ fee for this repair / replacement of the \_\_\_\_\_, which will be charged to your tuition account. The actual cost will not be known until the repairs have been completed.

\*\*\* As a reminder, all iPads have school issued insurance that covers accidental damage to the iPad, case, power adapter, and cable. It does not cover items that are lost, damaged by neglect, or damages that appear intentional (ex. cases that have been pried apart and broken, iPads damaged because they were removed from the case, etc.) Stolen items will only be covered when accompanied by a police report.

Insurance will cover one damage claim per school year with a processing fee of \$50. For additional claims, families are responsible for the full cost of the repair. All repairs will be handled by Valley Christian's IT department.

Print Parent Name: \_\_\_\_\_

Parent Email: \_\_\_\_\_ Parent Contact #: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

### **IT Department**

Form Received: ____/____/____	Initials: _____
Sent to Accounting: ____/____/____	Initials: _____
Sent in for Repair: ____/____/____	Initials: _____
Repair Returned: ____/____/____	Initials: _____