



Salesian College: iPad Damage Report Form

Please complete the form below, giving as much detail as possible.

Please note that:

- **If a repair is required, a £50 excess will be charged to the parent's/carer's College account on the first two occasions. On any third or subsequent occasion, parents/carers will be liable for the full cost of repair**

According to our records, this is your son's repair.

- **If an iPad is lost or stolen, the full cost of a replacement will be charged to the parent's/carer's College account if the iPad has not been recovered after 6 weeks.**

Please sign and date the form at the bottom and return to the ICT Support Team at Salesian College.

Student Name:	Form:
Home Address:	Tel No.
Date of Incident	
Time of Incident	
Where did the incident occur	
Name of person responsible for damage	
Please provide full details of damage e.g. <ul style="list-style-type: none">• Nature of the damage• How did the damage occur? The iPad must be taken to the ICT Support Team at Salesian College	
I confirm that the details given above represent an accurate account of the incident. I understand that the charges as detailed above will be added to my next College fees invoice.	
Signed (Parent)	Date
Signed (Student)	Date