



Applicant Information	Name		Banner #	
	Address		Postal code #	
	Telephone		Email address	
	Program		Asset tag #	
	Serial #		Ticket #	
	Date of incident (YY/MM/DD)		Approximate time	
Details of incident				
Police report # (if stolen)			Police region	
Reported to campus security Date (YY/MM/DD):			Yes	No
Signature				Date

**Student note:**

A replacement laptop/tablet may be issued to the student subject to:

- A review of the incident; and
- Receipt of the \$350 deductible (no personal cheques).

**For office use:**

Copies provided for: Insurance & Risk Management and applicant's file		
Charges applied to applicant's account	Ticket updated	Spreadsheet updated