

Long-term Equipment Loan Agreement

Student Name:

Student Net ID:

Purpose of Use:

Check-out Date: _____ **Expected Check-in Date:** _____

The undersigned, being an active student at Duke Kunshan University (“DKU”), understands, acknowledges and agrees the following:

1. I agree to borrow the Asset (and the accessories) described in the Schedule attached to this agreement (the “Asset”) and I acknowledge that the Asset is in the condition described in the Schedule.
2. I will take full responsibility for proper care of the Asset. I will not switch/transfer the Asset to any other person without prior written approval from DKU.
3. I agree to take the utmost care to protect the Asset from damages, loss or theft.
 - a. I will be responsible for repair costs (including the costs of replacement of component). I will immediately report to DKU any damage that may have occurred to the Asset. The Asset should not be taken to a repairman without prior written permission from DKU. Repair costs maybe charged to my DKU Bursar account.
 - b. DKU does not assume any responsibility for theft or loss of the Asset. I shall report immediately to DKU if the Asset is stolen or missing. In the event of theft or loss, I agree to be responsible for paying back to DKU the Net Value of the Asset. Such costs maybe charged to my DKU Bursar account.
4. I will be responsible for any fees or expenses resulting from customs inspections and declaration when I travel with the Asset.
5. I shall return the Asset in good working condition (only reasonable wear and tear will be excepted) to DKU by the Expected Check-in Date. Failure to return the Asset on time will result in an asset use fee at an amount of 0.01% of the Net Value of the Asset per day, and the fee maybe charged to my DKU Bursar account. If the asset is failed to be returned over one year post the loan term or upon the graduation date whichever occurs earlier, it is deemed a loss and the full Net Value will be charged tome.

6. DKU reserves the right to terminate this agreement at anytime and for any reason.
7. DKU will not be liable for any injury or loss sustained by me by the operation, handling or transportation of the Asset during the loan term.
8. In the event of any breach of this agreement by me, DKU may terminate this agreement in which case I shall pay any amounts outstanding and return the Asset and I shall be liable for any damages incurred by DKU due to any breach of this agreement.
9. Any Other regulations will refer to the media arts [equipment cage policy](#).

Student Signature : _____

Supervisor Signature : _____

Leased equipment List

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Notes on Condition of the Asset:

