



Student Equipment Loan Guidelines and Penalties

To maintain fairness and ensure that all students have equal access to shared equipment, it is important that all borrowed items are returned on time. Late returns not only disrupt other students' learning opportunities but also place unnecessary strain on our inventory system. To encourage responsibility and accountability, the following consequences will be enforced for any equipment that is not returned within the designated borrowing period.

Borrowing Guidelines:

- Students may borrow equipment for a **maximum of 2 business days**.
- All equipment must be returned in **excellent working condition**, with no signs of damage or neglect.

Late Return Penalties:

1 week Late: Student will receive a written warning and will be temporarily suspended from borrowing any equipment for 2 weeks.

1 month Late: Student will be suspended from borrowing equipment for the remainder of the current semester.

1+ month Late: Student will be suspended from borrowing equipment for the current and following semester and may be required to attend a meeting with MSA staff to reinstate borrowing privileges.