

Infinitec Assistive Technology Coalition Center Rental Request and Agreement Form

Infinitec Assistive Technology Coalition Center * 7550 West 183rd Street, Tinley Park, IL 60477



Attn: Amy Broadway-Ducat * (708) 444-8460 ext. 242 * Fax (708) 444-4204 * abroadway-ducat@ucpnet.org

A.T. Coalition: Illinois Kansas Minnesota Pennsylvania Social Service County: _____

Student Name: _____ Sex: M F Birth date: _____

School Attending: _____ District of Residence: _____ District of Attendance: _____

School Contact Person: _____ Position: _____ Phone: _____

School Address: _____ City/State: _____ Zip: _____

School Contact Person Email: _____ Date equipment needed: _____

Disability	<input type="checkbox"/> Autism Spectrum	<input type="checkbox"/> Developmental Delay	<input type="checkbox"/> Multiple Disabilities
	<input type="checkbox"/> Blind/Low Vision	<input type="checkbox"/> Emotional Disability	<input type="checkbox"/> Other Health Impaired
	<input type="checkbox"/> Deaf/Hard-of-Hearing	<input type="checkbox"/> Language Impairment	<input type="checkbox"/> Specific Learning Disability
	<input type="checkbox"/> Deaf-Blind	<input type="checkbox"/> Speech Impairment	<input type="checkbox"/> Traumatic Brain Injury

Equipment Rental Information		
Equipment Description <small>(Please be as descriptive as possible and include any required accessories)</small>	Equipment Inventory Number	Rental Start Date
Contract #:	For Office Use Only	

Shipping Preference:

 Next Day Air
 Regular Ground (3-6 Days)
 Pick Up (By Appointment, please)
 Other _____

Ship To:

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

This section is required. Equipment cannot be shipped unless this information is completed.

Intended Level of User	Intended Location of User	Purpose of Equipment
<input type="checkbox"/> Preschool <input type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Transition	<input type="checkbox"/> General Education/Inclusion Classroom <input type="checkbox"/> Tech Lab <input type="checkbox"/> Home <input type="checkbox"/> Multiple Environments	<input type="checkbox"/> Access/increase participation in general curriculum <input type="checkbox"/> Access/increase participation in community/vocational setting <input type="checkbox"/> Access/participation in social networking/internet <input type="checkbox"/> Access/participation in related service/therapy support

The above listed equipment is being rented by (Agency Name) _____, in accordance with the Infinitec Member Agency Agreement. My signature verifies that I have read, understand, and agree with this equipment request and the terms set forth in the "Infinitec Member Agency Agreement" and "Infinitec Billing and Service Procedures." These are available to download on www.myinfinitec.org under "member center/forms"

District Designee: _____

Print Name	Signature	Title	Phone	Date
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Please return form to Coalition Liaison for their signature.

Coalition Liaison: _____

Print Name	Signature	Title	Phone	Date
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Coalition Liaison please return form to Infinitec A.T. Coalition Center

Member Agency Agreement with Infnitec

I understand it is my agency's responsibility to maintain this equipment in good, clean, working condition. I have read the attached Infnitec Billing and Service procedures and will advise my agency of these policies. I understand that this equipment is being provided on a monthly rental basis. Monthly fees accrue for each 1 to 30 days that the device is out of the Infnitec Assistive Technology Coalition Center. There is no partial month billing. It is the responsibility of my agency to pay fees within 60 days of billing. I understand that this device may be rented for 90 days. If there is no waiting list, the device may be rented beyond the initial 90 days, at the graduated rental fee schedule outlined below. If there is a waiting list, the device could be recalled at any point after the initial 90 days of rental.

I also understand that if this equipment is irreparably damaged, lost, or stolen during my rental time, I agree to notify the Assistive Technology Coalition Center. I understand that my agency/District will be billed to replace the item(s).

My agency may choose to retain and purchase the rented equipment, rather than return it. The equipment purchased by my agency will be the same equipment currently rented. I understand that 3 months is the maximum rental credit my agency will receive towards the purchase cost.

Infnitec Billing & Service Procedures

Effective July 1, 2009

EQUIPMENT RENTAL PROGRAM

The primary goal of the Assistive Technology Equipment Rental Program is to ensure that member agencies have current equipment when needed for **trial usage** prior to purchase of equipment.

Items are rented only upon receipt of agreement signed by AT Coalition authorized liaison.

Information needed for equipment rental agreement includes:

- Name of member agency making request
- Name of Assistive Technology Specialist recommending usage
- Name of student (classroom & teacher if for classroom usage)
- Student's birth date
- Name of student's school of attendance with phone #, fax number, address and contact person
- Name/number of attending district
- Name/number of resident district
- Dates of rental
- Name of device and any required accessories
- Signature of Coalition Liaison and District Representative
- Shipping preference with shipping destination and contact person

RENTAL FEES

0-3 mos.	5% of equipment cost per month - creditable towards purchase
4-6 mos.	7% of equipment cost per month—not creditable towards purchase
7-12 mos.	10% of equipment cost per month—not creditable towards purchase
13-18 mos.	15% of equipment cost per month—not creditable towards purchase

If agency pays rental fees equaling 180% of the original cost of the device, then ownership will be transferred to that agency.

Member agency pays for shipping plus a handling fee of 20% of the shipping cost.

BILLING

Equipment billing begins date item leaves equipment library.

Note:

- Rental is based on monthly (30 day) increments
- Equipment may be rented maximum of 3 months, unless:
- If no pending request for equipment, then user may rent for additional months.
- If the item is not returned to equipment library within 30 days of the rental start date, the next month's rate is charged---no partial month billings. This applies year round including summer months.
- If item is returned within 5 business days, the invoice is voided, with only a \$10 restocking fee and shipping costs, if applicable, applied. Please refer to "Five Day Loan Policy" for specific guidelines for use of this provision, located at www.myinfinitec.org under "Member Center" > Forms > Member Equipment Forms.
- If user chooses to retain rather than return the device, then up to 3 months of "paid rental" on the item will be credited towards purchase price of equipment. When purchasing, please be advised that the equipment being purchased is the equipment currently on loan with the student.
- Member agency will pay within 60 days of invoice.
- If any invoices are unpaid for over 90 days, then new equipment may be put on hold until member agency pays delinquent invoices.

TRANSFER OF OWNERSHIP & WARRANTY

Device warranties begin on the date the device is purchased by UCP Seguin-Infinitec. Upon purchase by a member agency, the manufacturer's warranty is transferred to the new owner. UCP Seguin-Infinitec contacts the vendor and transfers ownership of the device and all warranty information to the new owner.

TIMELY RETURN OF DEVICES

Per the Infinitec AT Coalition Device Rental Agreement:

"I understand that this equipment is being provided on a monthly rental basis. Monthly fees accrue for each 1 to 30 days that the device is out of the Infinitec Assistive Technology Coalition Center. There is no partial month billing. It is the responsibility of my agency to pay fees within 60 days of billing. I understand that this device could be recalled at any point after the initial 90 days. If there is no waiting list, the device(s) may be rented beyond 90 days."

Due to the high demand for particular devices, the equipment committee has established rules to ensure all members have prompt access to high-demand devices for trial purposes. Please read the following policy, carefully considered by the Equipment Committee:

If it is necessary to call a device back to the Infinitec AT library, a two-week notice will be given in writing to both the signer of the request and to the district/agency. If the device is not returned within the two-week timeframe, the rent will double. If the device is not returned by the next month, the device will be billed to the renter in full (cost of device).

What to Do In Case of Device Malfunction/Breakdown

These steps were developed by members of the Equipment Committee to expedite solutions and minimize costs to your organization.

Reminder: You are strongly urged NOT to attempt hardware repairs yourself. Please be aware that altering or attempting to fix the device in any way other than replacing the batteries (where applicable) VOIDS the device warranty and results in costs of repair that will be charged to your organization.

Step 1: Infinitec Troubleshooting

Please call Infinitec to troubleshoot a device problem. You can reach Amy Broadway-Ducat at 708-444-8460 ext. 242 or via email at abroadway-ducat@ucpnet.org

Step 2: Vendor Troubleshooting

You may be asked to call technical support for the device you are renting and troubleshooting with the vendor. Often, it helps to expedite the repair if the person that is having difficulty with the device is the person describing it to technical support. If the issue cannot be resolved, the vendor may provide you with a Return Authorization (RA) number, and the device will need to go into the factory for repair.

Step 3: Return the Device to Infinitec

Documentation: Please put any notes as to the nature of the malfunction/breakdown, along with any other pertinent information in a note in the box, when the device is returned. (This would include an RA number, where applicable.) Your rental contract will be stopped, and you will not forfeit any rental time.

PLEASE DO NOT SEND THE DEVICE DIRECTLY TO THE VENDOR FOR REPAIR. Infinitec keeps track of warranty and repair information, and as owners of the device, need to be the party to send the device in for repair.

If possible, the device may be exchanged for another, if the same type of device is available so that there is no delay while repairs are made.

Step 4: Infinitec Returns Device to Vendor for Repair

Step 5: Infinitec will return the device and restart the rental contract upon return of the repaired device (unless an exchange was completed).

Upon completion of rental, or in the event of malfunction, the device should be returned to:

Infinitec
Attn: Amy Broadway-Ducat
7550 W. 183rd St.
Tinley Park, IL 60477

Return shipment of the device is the responsibility of the renting member, and may be done with the member's shipper of choice (e.g.; UPS, FedEx, USPS, etc.) The device is the responsibility of the renting member until it is physically back to Infinitec, and as such, Infinitec suggests insuring the device during shipment.