



## LAPTOP LOAN AGREEMENT

Academic year 2023-2024

is between the undersigned:

Ghent University, Ghent University Social Services, Sint - Pietersnieuwstraat 45 in 9000 Gent  
with account number IBAN: BE59-3900-9658-0026  
represented by Dominique Van Acker, Director Department of Student Facilities  
hereinafter referred to as: SOCIAL SERVICES UGENT

and

**Student:** Name, first Name: Klik of tik om tekst in te voeren.

Student number:Klik of tik om tekst in te voeren.

Official address: Klik of tik om tekst in te voeren.

Email UGent:Klik of tik om tekst in te voeren.

**the following agreed:**

### Article 1 - Subject of the agreement

- 1.1 Ghent University lends the student a laptop with accompanying charger. Ghent University also provides a high-quality cover (purchase price € 26,33 excl. VAT) to minimize damage to the laptop.
- 1.2 The student is responsible for installing the necessary software on the device, see article 4.
- 1.3 The laptop is lent to the student free of charge by Ghent University, no deposit is charged to the student, costs are only charged to the student in the cases described in Article 2.3 and Article 6.3.
- 1.4 The laptop remains the property of Ghent University.
- 1.5 The identification data of the laptop are:  
Brand:Klik of tik om tekst in te voeren.  
Type:Klik of tik om tekst in te voeren.  
Identification number (service tag):Klik of tik om tekst in te voeren.  
Year of purchase by Ghent University:Klik of tik om tekst in te voeren.  
Purchase price including VAT: €Klik of tik om tekst in te voeren.

### Article 2- Duration of the agreement

- 2.1 The laptop is borrowed for the period from Klik of tik om een datum in te voeren. to Click or tap to enter a date..
- 2.2 The student returns the laptop to the Social Services no later than the end date stated in Article 2.1.
- 2.3 If the laptop is not returned within 5 working days after the expiry of the end date laid down in art 2.1, the cost of the laptop will be charged to the student on the basis of the indexed value of the device including VAT, less a depreciation of 20% per years and with a minimum of €200.
- 2.4 Lending a laptop is a form of student finance that the student can use during the period laid down in Article 2.1 and on condition that the student remains registered at Ghent University with a diploma contract for at least 27 credits. When registering for a diploma year, no minimum number of credits is required.
- 2.5 If the student discontinues the studies during the academic year , the student will immediately inform the Social Services via email: [socialedienst@ugent.be](mailto:socialedienst@ugent.be) and must immediately hand in the laptop.



### Article 3 – Liability UGent

3.1 Ghent University is not liable for accidents with physical, material or other damage to the student or to third parties, which may arise from the use, incorrect use or misuse of the loaned laptop.

3.2 There can be no reason for compensation if the lent device is not available at the time of collection due to circumstances beyond the control of the Social Services.

3.3 There can be no reason for compensation if the borrowed device is unusable at any time due to a defect in the device.

### Article 4 - Use of the device

4.1 The student uses the laptop for his studies in the context of digital education. Anything that interferes with or may interfere with the educational use of the laptop is not permitted.

4.2 The student is responsible for installing the software on the laptop. To this end, the student uses the software platform that is offered by the Department of Information and Communication Technology (DICT) of Ghent University and that gives the student access to all online applications for which Ghent University has a license via his Ghent University account. For all information about this, the student can visit: [DICT Helpdesk \(ugent.be\)](#) or contact the [DICT Helpdesk](#).

4.3 The student takes cognizance of and adheres to the rules regarding data security and information security as included in the Regulations for the correct use of ICT infrastructure of Ghent University, which are appended to this contract.

### Article 5 - Obligations of the student

5.1 The student takes care of the device as a careful and reasonable person.

5.2 The student installs the laptop and any defect or defect in the device is reported to the Social Services at the latest within 2 calendar days after collection of the device via email: [socialedienst@ugent.be](mailto:socialedienst@ugent.be)

5.3 The laptop and software are installed in accordance with the instructions for use and in case of any doubts, the student should contact the [DICT Helpdesk](#).

5.4 The student provides a protective bag or cover to move the laptop.

5.5 The student never leaves the laptop unattended.

5.6 The student may not transfer, lend or make the laptop available to third parties.

5.7 The student is not allowed to take the laptop with him when he goes abroad, unless in the context of participation in an international study program or for an international internship.

5.8 The maintenance and possible repair of the laptop remains the responsibility of [DICT Helpdesk](#). The student himself or herself does not carry out repairs to the laptop. In the event of a defect, the student immediately contacts the Social Services via email: [socialedienst@UGent.be](mailto:socialedienst@UGent.be)

5.9 When returning the laptop at the end of the loan period, the student ensures that the hard disk of the laptop has been emptied (formatted) and that the laptop has been reset to factory settings. The laptop will be lent again by the Social Services and the Social Services is not responsible for the protection of privacy with regard to data and files that the student has left on the laptop when it is returned.

### Article 6 - Damage, destruction, theft or loss

6.1 Damage to the laptop, destruction, theft or loss must be reported immediately to the Social Services via email: [socialedienst@ugent.be](mailto:socialedienst@ugent.be).

6.2 In the event of theft, destruction or damage by third parties, the student must immediately report the matter to the local police.

The student provides a copy of the official report to the Social Services.

6.3 The costs for repair in the event of damage or for replacement of the laptop in the event of destruction, theft or loss will be charged to the student if the student has not complied with the obligations listed in Article 5. In the event of repair, the actual costs will be charged to the student. In the event of destruction, theft or loss, the cost of the



laptop will be charged to the student based on the indexed value of the device including VAT, less a depreciation of 20% per year and a minimum of € 200.

**Article 7 - Competent court**

In the event of disputes arising regarding this contract, only the courts of Ghent are competent to take cognizance of the disputes.

Drawn up in Ghent on \_\_\_\_\_, either in two handwritten signed copies of which each party declares to have received one original copy, or signed with an electronic signature, of which each party declares to have received the electronically signed version.

This agreement is signed for approval by:

SOCIAL SERVICES UGENT  
Dominique Van Acker

The student

*Signature Director Department of Student Facilities*

*Signature student  
(or parent/guardian if the student is a minor)*