

# Incomplete Status Equipment Request

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Students who receive an incomplete and require access to Media Loan equipment without current enrollment status must complete this form. Once approved, any equipment use should be completed up to thirty (30) calendar days of submitting this form to Media Loan, or dependent on faculty approval. Use of equipment with incomplete status needs to be arranged directly with a Media Loan staff. The security deposit will be returned by mail after all items are returned (see #3 below). Late fines or damage fees will be deducted from the deposit.

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**Please follow these instructions:**

- 1) Complete this form's bottom portion and have your faculty read and sign the *Faculty* portion (**on the back of this sheet.**) Have the Registrar verify your current status by signing the *Registrar* portion. Deposit \$75 with the cashier (\$20 for key only access), and have them sign the *Cashier* Portion.
  - 2) **Return the form to Media Loan.**
  - 3) When you have completed your work, ask a Media Loan Staff to access your *Incomplete Status Equipment Request* (this form) and authorize the deposit return signature. The completed paper work is taken to the Business Office by Media Loan Staff.
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If you have any questions, ask one of the full time Media Loan staff members for additional information. Thanks for your cooperation.

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## Student Information

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Name	A Student ID Number	# Phone Number	-
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Mailing Address	City	State	Zip Code
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Faculty Name	Program or Contract	/ / Begin	/ / End
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Reason for incomplete: \_\_\_\_\_

\_\_\_\_\_

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Equipment required and dates needed: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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**Faculty-** I have read the request and access is necessary for this student to obtain credit for the preceding quarter. The work needing completion is specifically outlined in the previous quarter's activities and does not represent additional or new academic work.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Faculty signature Date

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**Registrar-** Please confirm below that the student indicated is currently registered in the listed program or contract, and that their faculty has entered an incomplete for the quarter.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Registrar signature Date

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**Cashier-** Please pay the Cashier's office for the "Media Loan deposit" (detail code MLDP) of \$75 fee for equipment use or \$20 for key only access. The charge is posted to your student account.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Cashier signature Date

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**Media Loan Staff-** This student has completed their work and all equipment and key(s) has been returned.  
Please refund the deposit, minus \$\_\_\_\_\_ in late and/or damage fees.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Media Loan Staff signature Date

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Media Loan                      The Library Group                      (360) 867-6253  
The Evergreen State College                      Olympia, WA 98505

