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**Student Information**

Name \_\_\_\_\_ Email \_\_\_\_\_

Student ID \_\_\_\_\_ Student Phone \_\_\_\_\_

**Terms and Conditions**

1. Instruments, associated accessories, and lockers will be loaned to the student for a period of time determined by the course(s) instructor(s) or by 5pm on the concluding day of finals of the enrolled semester.
2. If the instrument and accessories are not returned on or before the due date, **an academic hold will be placed on the student's University of Louisville account**, preventing the student from registering for classes, among other restrictions. Methods instruments are returned to Brad Jopek (LL03). Ensemble instruments are returned to Kaelah McMonigle (LL74).
3. The student is responsible for the care and maintenance of the instrument and accessories, and must be returned in the same condition as given.
4. No instrument should be exchanged between students without first consulting Brad Jopek or Kaelah McMonigle. In order to transfer an instrument to another student, the instrument must be returned first before the requesting student is permitted to utilize the instrument.
5. Instruments assigned to School of Music lockers must be stored in the assigned locker with the assigned padlock; it may not be stored elsewhere or off-campus.
6. In case of damage, loss, or destruction of the instrument while on loan, **the student will pay the repair costs or the replacement value of the instrument**.
7. If the instrument is left unattended or improperly secured, a **\$50 reclaiming fee** will be charged to the student before the instrument may be returned to the student.
8. Instruments, associated accessories, and lockers will not be assigned until the student contract has completed, signed, emailed, and been received by Brad Jopek or Kaelah McMonigle.
9. Unless an instrument or fee is owed to the University of Louisville School of Music, this contract will remain in effect for the 2017-2018 academic year.

**Please return completed and signed contract via email to:**

**Kaelah McMonigle ([kwmcmo01@louisville.edu](mailto:kwmcmo01@louisville.edu))**

**or**

**Brad Jopek ([bsjope01@louisville.edu](mailto:bsjope01@louisville.edu))**

**I understand and agree to the Terms and Conditions above.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**