



Program for Institutional Loans of Adaptive Technology (PILAT) Application

Institution: _____ Application Date: _____
 Campus: _____ Referring Agent: _____
 Phone #: _____ Email: _____
 What adaptive hardware/software is being requested? _____

How many Staff/Students do you expect to benefit from this request? # Staff: _____ # Students: _____

If this is a request for an equipment loan please identify the students using the equipment.

Name(s)	Program of Study	Disability	Location of Disability Documentation
	<input type="checkbox"/> Credit <input type="checkbox"/> Non-credit		<input type="checkbox"/> Assistive Technology-BC <input type="checkbox"/> Disability Services
	<input type="checkbox"/> Credit <input type="checkbox"/> Non-credit		<input type="checkbox"/> Assistive Technology-BC <input type="checkbox"/> Disability Services

Option A: Low Utilization Loan for one student

***Purpose:** To loan adaptive hardware and software to institutions when low utilization of hardware or software would make the purchase of hardware or software unreasonable when supporting a particular student with a disability. **Note:** The hardware/software must be returned to ATBC, when the student is no longer enrolled at the institution.*

1. Is the requested hardware/software available on any campus at your institution? Yes No
 If yes, please state the reason why the hardware/software cannot be used to accommodate the student.

2. Date required: _____ Expected return/ review date: _____

Option B: Interim Loan for more than one student

***Purpose:** To loan adaptive hardware and software to institutions when students with disabilities are awaiting the permanent acquisition of assistive hardware/software by the institution. The loan is to ensure the availability of the assistive hardware/software for on-site use for up to four months.*

1. Has the institution signed a purchase order? Yes No
 2. Date required: _____ Expected return date (4 months max): _____

Option C: Consultation, Equipment Purchase Assistance, and/or Training

Check the area(s) in which you are requesting service.

- Consultation on adaptive equipment to be purchased by the institution
- Consultation on set-up and installation of adaptive equipment/software
- Purchase equipment/software by taking advantage of discounts available to AT-BC
- Training for institutional staff DSS others on maintenance and/or use of the equipment/software.

NOTE: Training for student users is not covered through PILAT

Equipment/Software Requested:

Please respond to the following:

1. Where will the equipment/software be installed or located?

Library Disability Services Area Computer Lab Classroom Typist

2. If applying for the loan of a computer, will the computer be networked on the campus? Yes No

3. Who at your institution will be installing and maintaining the hardware/software?

Name: _____ Phone # _____ E-mail: _____

4. If the hardware or software will operate on equipment owned by your organization, please provide the following specifications:

PC desktop <input type="checkbox"/>	Laptop <input type="checkbox"/>	Video Card <input type="checkbox"/>	Sound Card <input type="checkbox"/>
Mac desktop <input type="checkbox"/>	Laptop <input type="checkbox"/>	Ports available: <input type="checkbox"/> Serial	<input type="checkbox"/> Parallel <input type="checkbox"/> USB
Operating System _____		Available Hard Disk Drive Space ____ GB	
RAM _____ GB		Application Software to be used:	
Microprocessor speed _____ Ghz		_____	

5. Please describe the security plan in place for the equipment when it is not in use: _____

6. If this is a Typewell request, please complete the following:

Typist Name: _____ Phone: _____

Email Address: _____

Typewell Qualification: Novice Certification Level I Certification Level II

Note: Copyright laws prohibiting more than one installation of software must be respected. Extension of the loan will be considered only if a copy of a purchase order or evidence of institutional commitment is presented to AT-BC.

Shipping Address: _____

Signature of Referring Agent:

Date:

Remember to complete and sign the PILAT Conditions of Loan Agreement

PILAT Conditions of Loan Agreement

The adaptive hardware/software loaned to your institution is owned by and licensed to Assistive Technology British Columbia (ATBC). In accepting the loan, the institution accepts responsibility to ensure the following:

1. The hardware/software is used for its intended use as stated in the PILAT application.
2. The institution accepts responsibility for the security and care of the loaned equipment.
3. The hardware/software is not used for personal use.
4. The hardware/software remains on campus at all times.
5. No additional hardware/software is to be installed without permission from ATBC.
6. The original shipping boxes are kept to ensure safe return of equipment.
7. Original CD's/DVD's and manuals are kept in a safe and secure location.
8. ATBC is contacted when problems occur with the installed hardware or software.
9. The names of the students being supported by the hardware/software are provided to Assistive Technology BC.
10. If a Typewell application, the Typewell captionist does not use the loaned Typewell equipment for personal, business or any use other than for Typewell captioning.

Institution:

Location of hardware/software: _____

Individuals responsible for safe keeping of hardware/software: _____

Specific location where original discs and manuals are stored: _____

Disability Services Coordinator:

Print Name: _____ Campus: _____

Telephone #: _____ Email: _____

Signature: _____ Date: _____

If applicable:

Transcriptionist:

Name: _____

Telephone #: _____ Email: _____

Typist Qualification: Novice Certification Level I Certification Level II

Signature: _____ Date: _____