

SET-BC provides short term loans (STL) each year to school district specialists to assist in determining appropriate technology solutions for students. Technology available for STLs is limited to those currently available in the Provincial Loan Bank or those that can be obtained from vendor sources. STLs can be requested by district specialists between **September 1<sup>st</sup> and June 1<sup>st</sup>** each school year and are subject to the standard policies for all SET-BC equipment.

STLs have a **21 day loan period** and MUST be returned to the Provincial Loan Bank on or before the end of the loan period. Those requesting STLs are cautioned to identify the requested delivery date for the loan only when it is confirmed that the student and staff are available to conduct the trial or assessment. With the high demand of short term trials, the loan period cannot be extended.

Short term loans are for the explicit purpose of trial and assessment. They cannot be transferred for student use even if the identical solution will be requested as a long term solution.

The following process is in place for short term loans:

1. District specialist completes and returns this request to [loanbank@setbc.org](mailto:loanbank@setbc.org).
2. SET-BC Loan Bank will contact district specialist if any clarification is needed.  
Note: A two-week advance on the delivery date request is needed and ability to provide the equipment is dependent on its availability in the Loan Bank.
3. SET-BC Loan Bank sends Short Term Loan Agreement to requesting specialist (via email) for signature. Signed agreement is returned to [loanbank@setbc.org](mailto:loanbank@setbc.org).
4. Once received, Loan Bank will approve short term loan request and the loan is shipped to the specialist by the delivery date requested.
5. On or before the end of the Short Term Loan period, the district specialist phones the SET-BC Help Desk at 1-866-738-3375 to arrange for courier pick up and shipment.
6. Any questions about the short term loan process or a specific loan can be directed to [loanbank@setbc.org](mailto:loanbank@setbc.org).

**Date request submitted**

**District Specialist**

**Name**

**District Role**

**Phone**

**Email**

**Physical address** (no PO boxes) for STL shipment:

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**Delivery Date request** (date the trial/assessment will begin)

**Purpose of short term loan**

Student Trial / Assessment

Staff evaluation

**Short term request** (please be very specific about the device(s) and/or the installed software features needed – see example:

No	Yes
Braille notetaker	BrailleNote Apex BT with Nemeth and Oxford dictionary
Accent	Accent 1000 with PCS / WordPower / Acapela Scott voice

Quantity	Description

Return completed form to: [loanbank@setbc.org](mailto:loanbank@setbc.org).