



## ILT DEVICE INSURANCE CLAIM FORM

Please return to: [iltadministration@scotch.wa.edu.au](mailto:iltadministration@scotch.wa.edu.au)  
or contact ILT (08) 93836866

For office use: WHD \_\_\_\_\_

### A Name of Student

Year: \_\_\_\_\_

### B Incident Details

Date of the loss, theft or damage, plus full description of how and where it occurred and name of person who discovered the loss or damage

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Name: \_\_\_\_\_

Description of how it occurred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address where occurred:

Do you know who is responsible for the loss, theft or damage? Yes No

If 'yes', please provide their name, address and any other information about the person/s responsible.

Were the premises securely locked (*complete if lost or stolen*)

How was entry gained?

### C. Police Details (if lost or stolen you must file a Police Report)

Name of the police station where you reported the matter

Name of Police Officer

Police offence report number \_\_\_\_\_ Date reported \_\_\_\_\_

### D. Description of ILT device (serial number and asset number can be left blank)

Description	
Asset No	
Serial No	
<b>Total amount of loss claimed (ex GST)</b>	<b>\$</b>

## E. Other Insurance

Were there any other policies covering the property at the time of the loss? If so, please provide details

Name of Insurer \_\_\_\_\_

Policy Number \_\_\_\_\_

Type of Insurance \_\_\_\_\_

## F. Declaration

1. I solemnly and sincerely declare that I, in no manner caused the said loss or damage or sought unjustly to benefit thereby by any fraud or wilful misrepresentation and that the information shown on this form is true and that I have not concealed any information relating to this claim.
2. I understand the claim may be refused or reduced if information is withheld.
3. I authorise the insurer to disclose information contained herein to their advisors, re insurers and to other insurers. I authorise the insurer to obtain from any other party information that is, in the insurer's view relevant to this claim.

Signature of student \_\_\_\_\_

Date \_\_\_\_\_

Excess: **\$300 (basic)**

### Excess Exclusions:

- A second screen replacement is at cost within the two-year rotation.
- Damage caused by liquid or food spills will be charged at 50% of the repair/replacement cost or a minimum of \$300.
- Any subsequent claim for liquid or food spills will be charged at Scotch's full replacement cost.

### Coverage:

- Anywhere in Australia
- International insurance coverage is for school directed trips only. Written confirmation must be obtained from the Tech Centre to have international insurance coverage activated.
- International insurance coverage is NOT provided for personal overseas trips.

### Inclusions:

- Fire, theft and accidental loss or damage to the equipment.
- Accidental damage is physical damage, which occurs as a result of a sudden, unforeseen and/or unexpected event.
- Theft includes forcible entry into buildings / residences and 'taking' by force, intimidation or physical confrontation.
- Loss in transit if not left unattended in a public place or vehicle.

### Exclusions:

- Theft when left unattended in public areas, including motor vehicles, and reasonable precautions (i.e. left in supervision of responsible person) have not been taken to safeguard the Device.
- Damage or loss as a result of negligence, fraud or not meeting reasonable duty of care responsibilities.
- Damage as a result of liquid or food spills onto the laptop.
- Damage as a result, or during air, sea or train travel unless the items are carried as personal cabin luggage.
- Normal wear and tear.
- Consequential loss (loss of information or records). Frequent data backups can mitigate this.
- Damage caused by excessive exposure to sunlight, heat, corrosion, contamination, pollution, animal or temperature variations.
- Acts of terrorism and normal policy exclusions in relation to war, invasion.