

EQUIPMENT LATE RETURNS PENALTIES

- Equipment must be returned on the date stated on the **EQUIPMENT ISSUE FORM**.
- It is compulsory to request an extension in case you have to use the equipment longer. Send an email to jmstech@ru.ac.za and state the new date you wish to return it.
- Equipment lost or damaged out of the agreed return date will result in finance charges for the replacement or repair of the equipment.
- Failure to return equipment on the set date will result in a penalty.
- If an urgent lift of the penalty is required, lecturers have to send a motivation to jmstech@ru.ac.za.

NB: Approval of the appeal is subject to terms and conditions.

Duration	Penalty	Duration
3 - 7 Days	No equipment access, No lab access	2 Weeks
8 Days - Month	No equipment access, No Lab access	4 Weeks
More than a month	Equipment charge added on student account	N/A