

## Regulations for Lending Medical Equipment of Health Center, Office of Student Affairs, NTU

Approved by school health committee of year 2006 on May 22<sup>nd</sup> 2007

Passed on 2484 administration meeting on June 12<sup>th</sup> 2007

1. In order to establish the borrowing and management system for the first aid kits, walking sticks, and wheel chairs in our health care and medical center of Office of Student Affairs, we stipulate this regulation (herein after called regulation).
2. The borrowing and return time should be the office hour of the university.
3. The borrowing item, certification, and period are as attaches:

Borrowed Item	Borrowing ID	Borrowing Period	Note
first aid kit	Student ID Staff ID ID Insurance Card Driving license <span style="font-size: 2em; vertical-align: middle;">}</span> Choose one	One day after the end of activity	1. The first aid kit borrowing should be for the activities held by the clubs, units, and associations of the university. 2. One kit may be borrowed for one activity. 3. The borrower should download and fill out the application form, and bring it to health care center to proceed with the borrowing procedure. 4. Return the kit no later than the next day of the end of the activity. Those who do not return pass due date, the borrowing right is suspended for 6 months. 5. The users should be liable for keeping and maintenance. If there is any lost and/or damage, it should be indemnified with market price. It should be done within one month.
crutch	Student ID Staff ID ID Insurance Card Driving license <span style="font-size: 2em; vertical-align: middle;">}</span> Choose one	One month in principal	1. The school staff, faculty, and students can first borrow it for illness. 2. Each person is limited to borrow 2 crutches. 3. Borrow more than one month should proceed with postpones procedure; if it is needed to be borrowed more than 3 months, please provide doctor's prescription. Those who do not return pass due date, the borrowing right is suspended for 6 months. 4. The users should be liable for keeping and maintenance. If there is any lost and/or damage, it should be indemnified with market price. It should be done within one month.
Wheel chair	Student ID Staff ID ID Insurance Card Driving license <span style="font-size: 2em; vertical-align: middle;">}</span> Choose one	One month in principal	1. The school staff, faculty, and students can first borrow it for illness. 2. Each person is limited to borrow one wheel chair. 3. Borrow more than one month should proceed with postpones procedure; if it is needed to be borrowed more than 3 months, please provide doctor's prescription. Those who do not return pass due date, the borrowing right is suspended for 6 months. 4. The users should be liable for keeping and maintenance. If there is any lost and/or damage, it should be indemnified with market price. It should be done within one month.

4. This rule is implanted upon approval of the administration meeting; amendment is the same (amended on July 25<sup>th</sup> 2011).