

Student Equipment Insurance Policy

EFFECTIVE FALL 2022

All students requiring access to university owned equipment through the Film and Media Arts Equipment Room are required to purchase equipment insurance to protect against potential damages to equipment.

Equipment Insurance costs \$20 and lasts for a full calendar year.

This means that if you are a current registered student taking FMA courses and purchase your equipment insurance in November, it will not expire until the following November. The Insurance coverage is not tied to the academic year.

FMA Equipment Insurance purchases must be processed with **Diamond Dollars** in person at the FMA Department Office, Annenberg Hall Room 120.

Students are responsible for keeping a record of their insurance purchase. We recommend taking a picture of the receipt in addition to storing the receipt in a safe place after showing it to the Equipment Room for confirmation.

Refund Policy

Equipment Insurance Refunds are only available during the ADD/DROP period at the beginning of the semester.

Students are only eligible for an FMA equipment insurance refund during the ADD/DROP period of the semester when the insurance was purchased and providing the student has not used the equipment or insurance during this time.

For example, if a student purchases insurance, takes out a camera, and subsequently drops their only production class all during the ADD/DROP period they would **NOT** be eligible for a refund.

Regardless of equipment insurance purchase date — **No insurance refunds will be processed after the University ADD/DROP deadline** for any given registered semester.