



NHSC Laptop Check-out Request Form

-TECHNOLOGY DEPARTMENT
- NUETA HIDASTA SAHNISH COLLEGE

Check-out Date: _____

Return Date: _____

Laptop Check-out Request Form

Student Name: _____

Student ID #: _____

Overview:

The Technology Department provides Laptop Check-Out as a service to NHSC Staff, Faculty, and currently enrolled students. Student laptop check-out may be limited to special circumstances or by Program designation.

Procedure:

- 1) Laptops may be checked out from 8:00am-5:00pm, Monday through Friday from the designated staff responsible.
- 2) Students are required to present their NHSC Student ID at check-out.
- 3) Laptop users are required to fill out a check-out form containing personal information, signatures, and duration of use, signature of Advisor or Student Services (Student Only)
- 4) At the time of checkout. The laptop will be inspected by a staff member to make sure it is intact and functioning properly.
- 5) Staff will ensure that the student user can log onto the Laptop.

Policy:

- 1) Laptops are to be checked out in person.
- 2) Laptops must be returned by the one who checked it out.
- 3) A student may only check out one laptop at a time.
- 4) Laptops must not be left unattended. The user is responsible for the device and its peripherals the entire time it is checked out under the user's name.
- 5) The user listed on this application is responsible for any damage, whether intentional or accidental. The user will be charge accordingly based on the cost to repair or replace the laptop. Each occurrence of a late or damaged laptop will count as infraction. A student that incurs three infractions will lose access to this service.
- 6) It is recommended that student users save their data to an external data source (such as a USB Drive). The NHSC Technology Staff will not be responsible for lost data.
- 7) All laptops are subject to the terms of the NHSC Acceptable Use Polices where on or off campus.
- 8) Laptops should be used on a flat solid surface. Position the power cord as to not strain the plug ends. Lap-tops should not be exposed to extreme temperatures or liquids. If stolen or damaged, IMMEDIATELY notify the Technology Department. Laptops are required to be returned to the Technology Department every 30 days for maintenance and updates.
- 9) Depending on availability, laptops, may be checked out to students for special circumstances such as being homebound, in the hospital, or by request of the student's advisor or Student Services.
- 10) Student's users **MUST return the laptop by the date specified. A late fine will be charge at the rate of \$10.00 for each day. After 30 days the laptop will be declared lost and full replacement cost will be due.** Full replacement cost will be calculated at the cost of the laptop and accessories of the same brand, model, and configurations when the laptop was declared lost.

Laptop Check-out Request Form

Conditions of Participation:

- I have read the Laptop Checkout Rules and Procedures and agree to comply with them.
- I acknowledge that the laptop is to be used only by me.
- I acknowledge that I am not to attempt to fix, open or replace parts on the laptop.
- I agree to assume full responsibility and financial liability for the laptop computer issued to me from the time it is checked out to me until the time it is checked back in.
- I agree to pay the Nueta Hidasta Sahnish College for the loss of or damage to any laptop computer and peripherals that are issued to me through Information Technology up to the amount shown on the Laptop Checkout Form.
- I acknowledge that if I return the laptop after the time that it is due, I will lose laptop checkout privileges:
 - For 30 days for the first offense
 - For the remainder of the semester for the second offense
 - Permanently for the third offense
- I acknowledge that if I fail to return the laptop and components by the issued date, I may be charged \$10 per day for each day after that date it is due. Furthermore, I acknowledge that a hold may be placed on my NHSC account if I do not return the laptop, and I may be charged up to the purchase price of the Equipment.
- I acknowledge that if I fail to return the laptop 30 days past the due date, the laptop will be declared lost and full replacement cost will be due.
- I acknowledge that failure to comply with these rules and guidelines can cause me to lose computing checkout privileges, and that I may not be able to register for classes, receive transcripts, or graduate until the amount owed is paid in full.

Billing:

If the laptop user named in this agreement does not return the laptop by the designated time the student will be assessed a replacement fee equal to the cost of replacement. This user is also responsible for any and all damages.

Statement of Agreement:

I (the User) have read and understand, and will comply with the policies listed above.

Date: _____

NHSC ID#: _____

Signature: _____

Printed Name: _____

Laptop Check-out Request Form

Student Name: _____

Student ID #: _____

Laptop Checkout Request

Laptop Information

LAPTOP NAME: _____

COLOR OF CASE: _____

BRAND/MODEL: _____ NHSC TAG#: _____

SERIAL NUMBER: _____

Condition at Check-out

NEW

FAIR

POOR

User Information

NAME (PRINTED): _____

DEPARTMENT (STAFF/FACULTY): _____

PHONE NUMBER: _____

HOME ADDRESS: _____

DATE: _____

FACULTY/ADVISOR SIGNATURE: _____

User Status

Student

Faculty

Staff

Special Circumstances: _____

Date: _____

Advisor Requesting (for Student): _____

Technology Department Use Only:

NHSC ID#: _____

Accessories Issued (Checked that all apply): Laptop Case Power Cord External Mouse

Other: _____

Date Issued: _____

Tech Initials: _____

Accessories Issued (Returned): Laptop Case Power Cord External Mouse Other

Date Returned: _____

Tech Initials: _____

Laptop Check-out Request Form

Student Name: _____

Student ID #: _____

To be completed by student/staff checking out laptop:

I understand that I am responsible for the cost of repair or replacement of the equipment designated on this form if damage or loss occurs to the Equipment while it is assigned to me, or if I refuse to return the Equipment. The Equipment has been verified by a technician to be in good working condition and it will be checked again when it is returned.

The checkout for this Equipment is a maximum of 30 days and must be returned to the Information Technology Department by the end of the loan period.

The following penalties will be applied for returning the Equipment late.

If I return the Equipment after the time that it is due, I will lose laptop checkout privileges:

- For 30 days for the first offense
- For the remainder of the semester for the second offense
- Permanently for the third offense

In addition, if I return the Equipment 24 hours or more after it is due to be checked in, I may be charged up to \$10 per day for each day after the date it is due. Also, if not returned by the 15 days after the past due date, the laptop will be declared lost and I will be charged with full replacement cost.

Phone: _____

Print Name: _____

Signature of Student: _____

Signature of Staff/Advisor: _____