

Student Laptop Loan Agreement - Quarterly

Laptop Loan Agreement

1. I understand that I am responsible for the laptop computer and all related components listed below (“the Equipment”) checked out to me, and I will take all reasonable precautions to protect it. I understand that I am liable for any loss, damage, or criminal acts that may occur.
2. I have read and will abide by [Cascadia’s Information Technology Acceptable Use Policy BP1: 4.10](#).
3. I agree that **I am 100% financially responsible for repair or replacement of the Equipment due to any loss or damage** while it is checked out to me.
4. I agree that **Cascadia College is not responsible for any damage, including loss of data** that may occur due to the use of the Equipment. I have read and understand the responsibilities set forth in the Laptop Loan Conditions. I understand that students with outstanding charges on their student account due to Equipment late fees, damage or loss will not be able to register or obtain college transcripts.
5. I understand that Cascadia will delete any files or media that remains on the Equipment at the end of my use. **When saving my files, I understand that I must save them to my own media/flash drive.**
6. I agree to contact the Information Services immediately if I am having problems with the Equipment so it can be addressed.
7. I understand that copying any of the software installed on the laptop computers is strictly prohibited.
8. I have been informed that this laptop is equipped with a geo-tracking feature that facilitates its recovery if lost. I understand that the College may enable this feature to locate the laptop and/or disable it should it not be returned or should it be altered in a suspicious manner and authorize the College to do so.
9. I understand that the loan of this equipment is for the duration of one quarter and that if I do not return the Equipment before the [Information Services Help Desk](#) closes on my due date that fees and other penalties may be applied to my student account. My due date for the Equipment listed below is documented in the request associated with this checkout and reminders of it will be sent to my Cascadia student email

Equipment Description

- Dell Laptop
- Power Supply
- USB Mouse
- Instructions
- Carrying Case

By clicking on the “Approve” button on this request, I show that I have read and agree to all of the terms and conditions in the Laptop Loan Agreement.

Laptop Loan Conditions

To check out a Cascadia Student Laptop for a Quarter you must meet the following criteria:

- Be a current student at Cascadia College with a valid Student ID Card
- Be enrolled in classes for the current quarter and be able to provide the Information Services Help Desk with a copy of your current schedule upon request
- Have at least one quarter of checkout history with the Information Services Help Desk, composed of at least three consecutive equipment loans where the equipment was returned on time and in good condition.
- Have no current outstanding late fees on your student account.
- Agree to the terms and conditions of this Laptop Loan Agreement

Borrower's Responsibilities:

The following are the components included in the Student Laptop Loan: Dell Laptop, Power Supply, USB Mouse, Instructions and Carrying Case.

- All student laptops and all components must be returned in the same condition as they are received.
- All student laptops and all components must be returned **before [Information Services Help Desk closing time on your due date](#)**. Not doing so will result in the following fees:

Contact the Technology Support Manager for inquiries concerning loan conditions and penalties.

	If returned:	Charge
	The day after the due date	\$25.00
	Within the first 7 days	\$50.00
	8-15 days late	\$100.00
	More than 15 days	\$100.00 and full replacement cost of \$1,550.00

By Clicking "Approve", you are receiving and accepting full responsibility for all of the components of this Laptop Loan. It is your responsibility to double-check that every component listed on the opposite page is received and working before the loan period.

Items returned more than 15 days past the due date will be considered stolen and the police will be contacted. The student will be charged for full replacement cost of the equipment in addition to the late fees.

When late fees are assessed, your student account will be blocked, stopping you from registering for future classes or receiving college transcripts until all fines are paid. Failure to pay fines will result in your account being turned over to collections.