

Laptop Service Tag Number: _____

Value: \$ 1,000.00 (Includes: DELL Latitude 3500 CTO with i5-8 265U Processor (4 Core, 1.6GHz up to 3.90 GHz), 8gb RAM, 512gb HDD, Windows 10 Enterprise 64 bit, battery, case, power supply and backpack)

STUDENT INFORMATION

Name: _____ EmplID: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: (home) _____ (cell) _____ (work) _____

LIABILITY INFORMATION

As the Borrower, you have been provided with the loan of a laptop with the above Service Tag No. In consideration of the right to use this laptop computer, the Borrower agrees to abide by the following terms and conditions:

1. The Borrower agrees to keep this laptop in his or her custody and agrees not to lend, loan, or otherwise provide it to any other person. The Borrower agrees not to use this laptop to violate any State or Federal Laws with regards to trademark, copyright, patent, libel, slander, or privacy of electronic data communication.
2. The Borrower agrees to inform Southwest Virginia Community College immediately of any problems, malfunctions, damages, and loss or theft of the laptop, and agrees to assume all responsibility for any damage, loss, or theft of the laptop during the loan period. All costs associated with the loss, theft, or damage to the laptop while on loan to the Borrower shall be the sole obligation of the Borrower and shall be billed to the Borrower's student account, subject to all collection costs, including attorney's fees, and the withholding of transcripts and degrees until this financial obligation is met.
3. The Borrower agrees to return the laptop and all included accessories to Southwest Virginia Community College within 48 hrs, in the same condition as on the agreement beginning date. At the Southwest's discretion, the loan period may be extended for up to a week.
4. **A late fee in the amount of \$25.00/day will be charged for not returning the laptop on the due date.** If the Borrower needs a laptop for a longer period of time, he or she must return the laptop in person on the agreed return date and check out a different one. (Subject to availability.)

DUE DATE: _____

5. No data should be stored on the laptop's hard drive by the Borrower. All files stored locally will be deleted upon return of the laptop. Southwest Virginia Community College is not responsible for any loss of data or any problems arising from this.

Laptops not returned within 48 hours of the agreed upon return date will be considered stolen. Campus police will be contacted and a hold will be placed on your Southwest account. Individual cases may be referred to the Dean of Student Success office for disciplinary action.

I hereby acknowledge the receipt of the above listed property in the conditions specified in the Existing Damage Report Form (initial _____) and am aware of the responsibility for its care and return. Furthermore, I authorize Southwest Virginia Community College to charge any liabilities arising under this agreement against my Southwest student account.

(Borrower's Signature)

(Date)

AUTHORIZED STAFF USE ONLY

Equipment distributed by: _____
(Authorized Staff Signature) **(Date)**

Equipment received by: _____
(Authorized Staff Signature) **(Date)**

Condition of Equipment: _____
