



UOTP Student Laptop Loaning Agreement

A business class laptop will be loaned to the student named below under the following conditions:

- This student laptop loaning agreement, which is signed by the student and UOTP staff member of the school, will be kept on file at the school.
- Use of this equipment for any purpose other than educational use may result in loss of privileges.
- The University does not permit unethical use of the Internet, email, or any other media when using the laptop. Violation of this policy may result in the loss of laptop loan privileges and disciplinary action by the University.
- The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the computer or installed on the computer under any circumstances.
- Students are required to pay a cash, non---refundable security deposit of \$25. The payment must be made prior to the student receiving the laptop.
- The student accepts financial responsibility for cost related to damage due to purposeful action or gross negligence. The University will proceed with legal action, should financial obligation be ignored. For more information, refer to the UOTP's [Laptop Loaning Program – Policy and Procedure](#).
- The loaned laptop, which is the property of the University of the Potomac, must be returned within 3 days after the end of the loaning period.
- The loaned laptop must be returned immediately in the event of change of university or early withdrawal.

By checking this box, I confirm that I have read the UOTP's Student Loaning Program – Policy and Procedure and agree to abide by the policy. I confirm that I have received the laptop in good working condition. I agree to assume full responsibility for the proper care and educational use of the computer equipment described in this document. I further understand that any violation of the regulations outlined is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, University disciplinary action may be taken, and/or appropriate legal action.

Loaning Period: From _____ To _____

Student Name (print): _____

Address: _____

Phone: _____ Email: _____

Student Signature _____ Date _____

FOR OFFICE USE ONLY

LAPTOP NAME: _____ COLOR : _____

BRAND/MODEL: _____ SERVICE TAG# _____

SERIAL NUMBER: _____

OTHER ACCESSORIES: _____

Approval signatures

Campus Manager: _____ Date _____

IT Manager: _____ Date _____

LAPTOP RETURN INSPECTION

Laptop Loaning Program End Date: _____ Laptop Return Date: _____

Received by: _____ Received at Campus: _____

Inspected by: _____ Date of inspection: _____

Laptop Condition New Good Fair Other: _____

Laptop Shell New Good Fair Other: _____

Laptop Charger New Good Fair Other: _____

Laptop Battery New Good Fair Other: _____

Additional Comments:

Inspector Signature: _____ Date: _____

IT Manager Signature: _____ Date: _____