

The Lending Laptop Application & Borrowing Agreement

Student Name: _____ Student ID#: _____

Email Address: _____ @ westminster.edu

Cell Phone #: _____ Campus Box #: _____

- Borrowers will complete and submit A Lending Laptop Application and Borrowing Agreement form that will be verified by the Financial Aid Office that they meet the required financial aid assistance guidelines for using the Lending Laptop program.
- Upon verification of eligibility for assistance, borrowers will receive the necessary laptop for use.
- Borrowers are responsible for supplying current information and notifying the Office of Faith and Spirituality if there are any changes.
- Borrowers are subject to the rules and regulations of the Lending Laptop program and are responsible for knowing and observing the rules.
- Borrowers are responsible for the safe and timely return of the Laptop to the Lending Laptop Program.
- Borrowers should report lost or stolen laptop immediately to the Office of Faith and Spirituality.
- Borrowers should be aware of the replacement charges assessed for non-return of the Laptop and any fines that may also be assessed.

I have read, acknowledge and agree to the terms and conditions as a participant in the Lending Laptop Program. In good faith, I will return the Laptop to the Office of Faith and Spirituality at the completion of the semester in which the Laptop is borrowed. I agree to abide by the programs policies in order to be considered as a candidate for future semesters. I understand that the Laptop is offered on a first come, first serve basis to approved participants. I acknowledge and understand that failure to return the Laptop at the end of the semester will result in termination from the program and full cost for the Laptop borrowed (\$1,500). In addition, a \$50.00 fine will be placed on the my student account.

Student Signature: _____ Date: _____

Please select the length of time requesting the Laptop Loan and list any special software programs that you may need for classes—that are not standard in MS Office 365.

TERM LENGTH	Start Date <small>(First day of classes)</small>	End Date <small>(Last day of finals)</small>
Fall Semester		
Spring Semester		

Special Software Needs

Office Use Only

Date Application Received: _____ Date Application Approved / Denied: _____

Financial Aid Status: ___ Approved ___ Denied ___ Other: _____

Westminster Computer ID #: _____ (Dell Computer)

Date Laptop Received by Student: _____

Date Laptop Returned by Student: _____

Amount of Charged to Student's Account for non-return of Laptop \$ _____

Amount of Fines charged to Student's Account: \$ _____ TOTAL AMOUNT CHARGED \$ _____

Notes: _____
