

C #: _____

Mabel Lee Hawkins
Center for Student Success
Open Computer Lab



Computer Tag #: _____

CHECKOUT DATE: _____ DUE DATE: _____

NAME: _____ CELL PHONE: _____

ADDRESS: _____ 2nd PHONE: _____

TERMS OF USE: Clovis Community College, through the Laptop Loan Program Policy, provides laptop computers free of charge to all currently registered students. You, the student, are responsible for the laptop computer at all times. **You, the student, will be financially responsible for the replacement of all damaged, lost, or stolen computers and/or accessory parts (excluding normal wear and tear).** It is your responsibility to take care of this equipment while it is assigned to you, especially keeping all pets and/or food and drinks away from the computer. Any problems with the laptop or accessories must be reported to the Center for Student Success. Failure to do so will result in punitive actions in accordance with campus policies. Failure to return the laptop at the specific date and time may result in the filing of formal criminal charges.

- **Checkout Days and Times:** Students may check out laptops Monday – Thursday, 8 am – 7 pm
- **Laptop Loan Period:** Seven (7) days. Laptop is due the next week on the same day as checked out.
- **Clean Laptop:** Laptop unit and bag must be returned in clean condition.
- **Return Policy:** Laptops are due no later than 7:00 pm on the due date listed above. After 24 hours, security will be notified.
- **Next Checkout:** Students are eligible to check out a new laptop 24 hours after returning one.
- **LATE RETURN POLICY:** Laptops returned after 7:00 pm are considered “late.”

1st Late Offense – Student is suspended from laptop checkout for 2 weeks from date returned.

2nd Late Offense – Student is suspended from laptop checkout for remainder of the semester.

3rd Late Offense – Student is suspended from laptop checkout until end of current academic year.

Permanent Suspension – occurs if laptop is stolen or damaged or POLICE INVOLVEMENT is necessary.

*If suspension occurs within 4 weeks of the end of a term, suspension may roll over to following term.

Description	Check Out Status	Description	Check In Status
Bag	__E __VG __G	Bag	__E __VG __G
Correct Cords (2 total)	__E __VG __G	Correct Cords (2 total)	__E __VG __G
CD Rom	__Yes __N	CD Rom	__Yes __N
Condition of Laptop	__E __VG __G	Condition of Laptop	__E __VG __G

Check Out: By checking this box, I agree that the above personal information is correct and true. I further admit I have read, understand, agree with, and accept the terms of use including the late return policy as described above. I have also received a “date due form” and know when the laptop is due.

Student Signature: _____ Date: _____ STAFF INITIALS: _____

Check In:

Student Signature: _____ Date: _____ STAFF INITIALS: _____

Security Check In: Person returning laptop signs below

Signature _____ Date: _____ STAFF INITIALS: _____