



LAPTOP NUMBER

Check out Date

LAPTOP CHECK OUT AGREEMENT

SECTION 1: PERSONAL INFORMATION (ALL FIELDS REQUIRED)

<i>First and Last Name:</i>	<i>Student ID:</i>		
<i>Mailing address:</i>	<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Primary phone:</i>	<i>Primary email:</i> _____ <i>@toro.azwestern.edu</i>		
<i>Secondary phone:</i>	<i>Secondary email:</i>		

SECTION 2: TERM INFORMATION (ALL FIELDS REQUIRED)

<i>Semester:</i>	<i>Year:</i>
<i>Verified Enrolled</i> _____	<i>Verified by:</i> _____ <i>Verified Date</i>

SECTION 3: TERMS OF LEASE

- I understand this check out is for 1 semester only and I must request extensions, if I need the laptop for longer. I authorize Arizona Western College to charge my AWC account for all fees associated with the free check out of this laptop, if any. AWC is authorized to use any Title IV financial aid, if any, to cover these fees. I also authorize AWC to use any future Title IV financial aid to cover those costs. I authorize AWC to use my future financial aid to cover any charges, late fees, or replacement costs associated with this lease.
- The terms of the check out will begin when the contract is signed and submitted by me, the student, and end when:
 - I am no longer enrolled in AWC and I return the laptop within 1 week of my last day of attendance; or
 - The current semester ends and I return the laptop within 1 week; or
 - I pay the replacement fee of \$350.00 for the laptop due to extensive damage or not returning the laptop within one (1) week after the end of the semester.
- I understand I may be able to extend my check out for another semester of enrollment but must contact the Technology Service Desk at servicedesk@azwestern.edu to do so. I understand the laptop is subject to inspection at any time. Any return of the laptop after 1 week of my last semester extension will be \$50.00 per week. If my final exam extends beyond 6pm on the due date, I will be responsible for making prior arrangements with the IT Help Desk to avoid late fees.
- My laptop has been issued with a charging cable, laptop sleeve and mouse. I have been issued a laptop with no apparent defects other than noted on this contract, and it is in working condition. If any issues occur during the check out period, I will notify the Technology Service Desk immediately. At the end of the lease, I must return the laptop and accessories to the IT Service Desk in the same condition in which I received it. The laptop must be returned by me, the student, as I am signing a binding contract. I agree not to alter the laptop's hardware components in any way, including but not limited to, changing RAM, CPU, overclocking, etc.
- The laptop must be returned in the same condition as it was checked out. Any of the following occurrences will result a charge: cosmetic scuffs and scratches on the casing = \$15.00, significant dents and scratches = \$30.00, non- operating charging cables = \$30.00, broken ports = \$50.00, missing or damaged mouse or sleeve issued with the laptop = \$25.00 for each, and non-operating system, keyboard, mouse pad, buttons, etc. or any screen damage = up to \$350.00. Any fees for damage may be charged to my AWC account and any future Title IV financial aid may be used to recover those costs.
- I understand the laptop is being loaned to me and I have no expectation of recovering any files stored on the laptop after I return it. I am solely responsible for regularly backing up any important files or information on an external drive or to the cloud. AWC is not responsible for any lost or compromised information while the laptop is leased to me. My laptop crashing shall not be an acceptable reason for any delayed coursework submissions.
- In the event of a late or damaged laptop, my account with Arizona Western College will be charged the fees listed above. My account will be frozen, which means I may not be able to register for courses nor access transcripts. Additionally, I may be deregistered for upcoming courses. Even after I pay my bill, it may take several business days for my account to be unfrozen. Any unpaid debts may be reported to a collection agency.
- The AWC Technology Service Desk will ONLY provide the following limited support for:
 - Hardware issues not pertaining to physical misuse
 - Software issues ONLY pertaining to restoring the machine to factory default

My signature below acknowledges that I agree to the above terms and have received a signed copy of this lease agreement. For questions or concerns regarding this contract or the laptop rental program, please call the Technology Service Desk: 928-317-5892.

<i>Signature:</i>	<i>Date:</i>
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