

Lake Washington Institute of Technology (LWTech) – Library

Library Laptop Kit: Check-Out Agreement

Student Name:

SID:

Please select one laptop program:

- General (No specific program)
- High School
- Workforce
- IDEA / ELL / ESL
- Accounting
- BTE
- CSD
- Digital Gaming
- Early Achiever (ECE)

Information About Laptop Kit

This laptop kit includes a laptop, charging cable, and bag. This kit may also contain a mouse and/or headphones. The kit will be borrowed from the Lake Washington Institute of Technology Library at no cost. You are responsible for this laptop kit. You must return this laptop kit in good condition to the Library (T215) at the end of the quarter it was checked out. Other students need to use this laptop kit in the future. Please be responsible.

Replacement and Late Fees

If you lose, damage, or do not return the laptop, bag, charging cable, and/or mouse, you may be responsible for replacement and processing fees for these items, up to \$1,600.

You may not be able to register for classes at Lake Washington Institute of Technology until you pay the loss / damage fee or return the laptop kit. If the laptop kit is stolen, please report this fact to the Library immediately. We will report the incident to IT and to Campus Public Safety. If there is a problem with the laptop kit, return it to the Library immediately and inform them of the problem.

Note: this form is securely stored in the library for the duration of the quarter and is destroyed (shredded) upon return of the laptop kit. The library system anonymizes check-outs and after the laptop kit is returned, historical information is removed.

Please Review and Fill Out Reverse Side of this Form

Agreements – Please initial the following

I understand that I am responsible for this laptop kit and that it **must be returned undamaged to the Lake Washington Institute of Technology Library (Room T215) by the end of the quarter of the date of check-out, if I stop attending LWTech, or upon request.** If I do not return this laptop kit and/or if I return the laptop with severe damage, I am responsible for the replacement cost stated above.

I also understand that I will keep this laptop kit in my possession only and I will not give it or loan it to anyone else for any reason. I understand that if this laptop kit is in anyone else's possession and it is damaged, lost or stolen, I am responsible for the replacement cost stated above.

I understand that if the laptop kit needs service, I will return it to the library where repairs can be assessed by LWTech Information Technology (IT).

I will not save unauthorized files or download unauthorized information to the laptop, or otherwise violate the Student Code of Conduct section 5.P.99.20. I understand that once the laptop kit is returned to the library, any files saved will be deleted.

I understand that fines and fees that are accrued as a result of violations of these procedures could result in a financial hold on my academic record, which could prevent me from registering for classes until the owed amounts are paid in full.

I agree that the college may take any appropriate means to collect the amount owed for fines, damages, or loss. I further understand that the unpaid balance will be turned over to Collections and additional collection fees will be applied.

Student Information – Please fill out the following

Student name and phone number

Student address (number, street, city, zip code)

Laptop T number (barcode)

Student signature and date