



Student Laptop Loan Agreement Brookdale Community College Students

Computer Serial Number _____

Brookdale Community College has provided this laptop to you only for the duration of mandatory online classes. The computer is a loaner and at all times remains the property of Brookdale Community College. You must return this computer upon the earlier of either the end of mandatory online classes, if you withdraw from the College, or if notified to do so. This laptop is for your use only and loaning the laptop or charger to other individuals is strictly prohibited.

You will not remove or alter any Brookdale Community College identification or inventory tabs attached to or displayed on the computer, nor shall you change identification within the computer, such as the computer name. You may not deface or obscure the laptop's serial number and manufacturer/district label. You agree to not personalize or affix any decals, stickers, or any type of decorative materials to the laptop, and no paint, glue, or other substance is to be placed on the laptop. Configuration of the hardware equipment may not be altered, nor non-College approved software can be copied to or from the computer or installed on the computer under any circumstances.

In consideration of this Loan arrangement, you acknowledge and agree to keep the computer safe and secure. You assume the risk of loss, theft, destruction or damage. Any computer not returned or returned damaged will be charged the lesser of either the replacement cost or repair cost. Failure to return the laptop at the end of mandatory online instruction, if you withdraw from the College or course(s), or if instructed by the College to do so will result in a \$336.00 charge being placed on your account with a mandatory hold on the account. Should you fail to return the computer or return it in a damaged manner, the College may also proceed with legal action to collect this debt.

Any damage or theft to the computer will immediately be reported to helpdesk@brookdalecc.edu no later than 24 hours after the incident.

By signing this Student Laptop Loan Agreement, I acknowledge that I have read and understand all information above, understand this is legal document to which I am legally bound and agree to all the terms and conditions stated in this Agreement.

Student Name and ID # _____
Address/City/State/Zip _____
Student Phone Number _____
Student e-mail _____
Signature _____