

**Brookdale Community College  
Student Loaner Laptop Program  
Loan Agreement**

**Brookdale Community College has provided this laptop to you, a currently enrolled Brookdale student, to support the completion of your on-campus, online or eligible high school program courses for the semester.** The computer is a loaner and remains the property of Brookdale Community College. You must return this computer upon completion of your semester or term, if you withdraw from the College, or if notified to do so. You may return the laptop to the Bankier Library, or to another location arranged by a Brookdale administrator. 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 can non-College approved software be copied to or from the computer or installed on the computer under any circumstances.

In consideration of this Loaner Laptop arrangement, you acknowledge and agree to keep the computer safe and secure. You assume the risk of loss, theft, destruction or damage. If the computer is not returned or is returned damaged, you will be charged a replacement cost. Failure to return the laptop at the end of the last day of the semester or term, if you withdraw from the College, course(s) or high school program, or if instructed by the College to do so will result in a charge of approximately \$300 - \$500 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](mailto:helpdesk@brookdalecc.edu) no later than 24 hours after the incident.

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

If you have any questions or concerns not covered in this Agreement, or the documentation you received with it, please contact the Library Director at [wmcnelis@brookdalecc.edu](mailto:wmcnelis@brookdalecc.edu).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Legal Guardian if under the age of 18:

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_