

TRIO Student Support Services  
Laptop Computer Checkout Agreement Form  
St. Cloud Technical and Community College

Student ID # \_\_\_\_\_ Laptop Barcode \_\_\_\_\_  
Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_@my.sctcc.edu

**Read the following statements completely.**

- **Students are required to meet with their TRIO Advisor 3x a semester**
- TRIO computers can only be used for academic purposes. You are personally responsible for any violations of SCTCC computer usage policies or any illegal use of the computer involving but not limited to the following: pornography, unauthorized access to data files, releasing a virus or other malicious software, and abuse of copyright laws.
- Laptops are due at the end of each semester to be updated; students need to reapply for a laptop each semester
- Do not download or install software onto the laptop.
- Keep laptop in a safe area (so it does not get stolen, damaged, or lost)
- **You are responsible for all replacement costs of the computer if damaged, lost, or stolen.**
- Problems related to operation of the laptop must be reported immediately to the TRIO Student Support Services Office at St. Cloud Technical and Community College, Room 1-401W, or call 320-308-0977.
- TRIO Laptops have an **anti-theft tracking system** that allows SCTCC Staff to locate and track the laptops.
- Any abuse of the policies stated within this contract will result in restrictions of future use of computers.

By signing this form you agree to return the laptop undamaged and on time. If the laptop is **not returned** on agreed upon time or is damaged your **privilege** to borrow a TRIO laptop will be suspended and **an academic HOLD will be placed on your student account. With a hold placed on your status, you will not be able to register, request transcripts, etc...** There will also be a \$250.00 fee for any unreturned laptop which will be added on your student account.

**I have read and agree to the above stated conditions.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Staff Initials/Student Initials**

Check out date _____	_____	_____
Date due back _____	_____	_____
Date returned _____	_____	_____



TRIO Student Support Services  
TRIO Student Laptop Request Form  
St. Cloud Technical and Community College

**TRIO students must meet the following requirements to borrow a laptop:**

- **Active TRIO participant for one semester**
  - *No outstanding laptop holds*
  - **Attended all scheduled meetings with your Advisor**
- *Students must maintain good academic standing*
- *Students must show a demonstrated need (family status/financial issues) for laptop use*
- **Students in programs that require laptops are not able to use laptops from TRIO.**
  - HIT, Networking Administration, Legal support programs
- **Be admitted to SSS program**

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

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

Email: \_\_\_\_\_@my.sctcc.edu

Phone: \_\_\_\_\_

Please answer the following questions:

**Program of study:** \_\_\_\_\_ **GPA:** \_\_\_\_\_ **Family status:** Single Married Single Parent

**Do you currently work? YES/ No**

**Length of participation in TRIO:** \_\_\_\_\_

Please describe how the laptop will help you in school:

---

---

---

---

---

**Students need to return and apply for a laptop each semester**

\_\_\_\_\_

\_\_\_\_\_

**Student Signature**

**Date**

*An Equal opportunity and affirmative action employer and educator  
This document is available in alternative formats to individuals with disabilities by calling  
320.308.3227 or 800.222.1009 or TTY 320.308.5988*

**TRIO**  
STUDENT SUPPORT SERVICES