TRIO Student Support Services
TRIO Student Laptop Request Form
St. Cloud Technical & 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**

ST. CLOUD
TECHNICAL & COMMUNITY
COLLEGE
A member of Minnesota State

TRIO
STUDENT SUPPORT SERVICES

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

Student ID # _____   **Laptop Barcode** _____

Name (Last) _____   (First)_____

Phone Number (_____)_____   **E-Mail Address** _____@my.sctcc.edu

Read the following statements completely.

- **Students are <u>required</u> 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 1-252, or call 320-308-6490.

- 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 _____   _____   _____

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