



NORTHERN OKLAHOMA COLLEGE

LAPTOP LOAN APPLICATION / AGREEMENT

Please Print

Note: To qualify for the program you need to be an enrolled NOC student, have filed a FAFSA (Free Application for Federal Student Aid), and approved for a Pell Grant. International students must be approved by the Vice President for Enrollment Management and Registrar. Preferences for available laptops will be made to full-time enrolled students.

Name: _____ NOC ID#: _____
(Last) (First) (M.I.)

Local Address: _____ NOC Email: _____@students.noc.edu

City: _____ State: _____ Zip: _____

Phone: (W) _____ (H) _____ (C) _____

Dorm & Dorm Room #: _____

Financial Aid has been checked and verified for laptop eligibility by NOC Financial Aid Staff

Eligible Not Eligible

Financial Aid Staff: _____ Date: _____

International Students

Eligibility has been checked and verified for laptop eligibility by the Vice President for Enrollment Management and Registrar

Eligible Not Eligible

VP for Enrollment Management & Registrar _____ Date: _____

Laptop Rules:

- Laptops are limited to current NOC students enrolled in credit courses. A copy of the class schedule will be required.
- Laptops are issued for one full semester at a time and must be returned at the end of the semester but can be returned earlier if not needed for the full semester. **Another application/agreement form must be completed in full before reissuing a laptop for the following semester.**
- It is a criminal offense to copy to the laptop any software, video or music files that are protected by copyright laws.
- Do not copy, rename, alter, add, or delete the files, applications or programs on the laptop.
- Do not create, disseminate, or run a self-replicating program (“virus”), whether destructive in nature or not.
- Do not use this laptop for non-college work, such as for private business or for clubs/organizations not sanctioned by NOC.

- Inappropriate content such as pornography or obscene information is strictly prohibited.
- **DO NOT** load ANY Peer-to-Peer (P2P) software of any kind on this laptop.
- Do not attempt to access a host computer, either at NOC or through a network, without official permission, or through use of log-in information belonging to another person.
- **If the loaned laptop is not returned on the date indicated below a financial hold will be placed onto the bursar account that will prevent the student from obtaining collegiate services until the laptop and its accessories are returned.**
- **If the loaned laptop is not returned within two weeks of the return date indicated below or the student has not contacted Student Services or the IT Department explaining their delay in returning the laptop the laptop and its accessories will be considered stolen and a police report will be filed.**
- If the laptop and/or its accessories are lost or stolen, the student must notify the IT Department immediately. A trace will then be placed on the laptops location and if possession is discovered to be with someone other than the applicant on this form a police report for stolen property will be filed. If the laptop and its accessories have not been found and returned by the time this loan expires the student will be responsible for the replacement value of the missing laptop and accessories (values listed below).
- Students are advised to contact the Bursars office at (580)628-6231 to make payment arrangements for any amounts due. Any unpaid amounts will be subject to collection procedures.
- The laptop should be transported in its case and stored carefully so it is not susceptible to damage.
- Do not make any permanent personally identifying marks on the laptop computer including adhesive labels/stickers.
- The laptop should not be left unattended in any unlocked area; i.e. classroom, instructional area, office, vehicle, or common area.
- The laptop should not be left inside a vehicle where temperature extremes can permanently damage the unit and/or its components or could be visible resulting in theft.
- In the case of any damages or abuse of the laptop, or because of any failure to follow technology acceptable use policies, including this agreement, I understand I will be held responsible for payment of repairs or replacement.
- The laptop computer and any other accessories/components will be returned to the IT Department on the last day of the semester finals.
- Any data corruption or configuration errors caused by the installation of unauthorized or illegal software may result in a loss of all data on the laptop and /or system due to the need for a complete reload.
- **Any files created by the student must be backed up to an external storage device (flash drive, hard drive) prior to shutting off or restarting the laptop. NOC is not liable for lost data.**

Any rule violations in the use of the equipment and its accessories can result in disciplinary action and termination of the agreement and immediate return of the equipment and its accessories.

My signature below indicates I have thoroughly read and understand the above information and that I affirm that the information I have provided on this application/agreement is complete, accurate and true to the best of my knowledge. I understand that furnishing false information may result in disciplinary action. I authorize the release of this information to the necessary approval groups to be used to determine my eligibility for a laptop.

Applicant Signature

Date

NOC Laptop Check-Out

Before receiving a NOC laptop, NOC students will need two forms of identification: a valid NOC ID card; and identification with current picture, address, and signature (state driver’s license). International students will need to provide a passport or student visa and proof of residence, as their second source of identification.

I understand that I am being issued a laptop computer to facilitate student instruction and enhance student achievement only; it will be in my possession for use at and away from school.

I understand that I am responsible for the laptop computer issued to me and that I will care for the equipment in such a manner as to prevent loss or damage.

I have received the following item(s) for my Laptop Computer and am responsible for replacing any lost items at the time laptop is returned:

	*Replacement Cost	Items Received
Laptop Computer	\$850.00	_____ (initials)
Bag w/strap	\$30.00	_____ (initials)
Mouse	\$20.00	_____ (initials)
Power Supply and Cord	\$60.00	_____ (initials)

*** Computer replacement cost subject to change**

NOC Laptop ID#: _____

Laptop Mfg.: _____ Model: _____ Serial #: _____

Date Checked Out: ____/____/____ Time: _____

Due Date: ____/____/____ Time: _____

Student Signature: _____ Date: _____

IT Technician: _____ Date _____

NOC Laptop Check-In

NOC Laptop ID#: _____

Laptop Problems [] Yes [] No Description: _____

Date Checked In: ____/____/____ Time: _____

Student Signature: _____ Date: _____

IT Technician: _____ Date _____