



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.

Military Veteran students must be approved by the Veteran Coordinator on the Tonkawa campus.

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

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

City: _____ State: _____ Zip: _____

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

Dorm & Dorm Room #: _____

FAFSA and Pell have been verified by NOC Financial Aid staff

☐ Eligible ☐ Not Eligible

Financial Aid Staff: _____ Date: _____

International Students

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

☐ Eligible ☐ Not Eligible

VP for Enrollment Management & Registrar _____ Date: _____

Military Veteran Students

Eligibility has been checked and verified by the Veteran Coordinator

☐ Eligible ☐ Not Eligible

Veteran Coordinator _____ Date: _____

Laptop Requirements:

- 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 within the two weeks after the semester end date, a financial hold will be placed on the student’s bursar account that will prevent them from obtaining collegiate services until the device and its accessories are returned.**
- 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 or accessories including adhesive labels/stickers.
- Devices should not be left unattended in any unlocked area; i.e. classroom, instructional area, office, vehicle, or common area.
- Devices 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 and their accessories, 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.
- **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.

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 this equipment 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 equipment 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) and am responsible for replacing any lost or damaged items:

	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)

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 _____