



Student Laptop/Computer Rental Policy and Agreement

An agreement must be signed and dated by the Student prior to the issuance of a laptop/computer.

This agreement is between WSU Tech and the WSU Tech Student receiving a rental laptop.

- **Laptop/computer Rental Fee:** The Student agrees to have a \$0 non-refundable laptop/rental fee added to their account for each semester the Student attends WSU Tech. If the laptop and charging cable are not returned upon course completion or is lost, damaged, or stolen, a \$600 fee (for Basic laptop rental) or a \$2000 fee (for a Design laptop rental) may be charged to the students account. If the Student leaves the college, the laptop/computer must be returned immediately.
- **Student Status:** Must be an enrolled, for-credit student with no holds on student account.
- **Ownership:** WSU Tech retains sole right of possession of the laptop/computer and grants permission to the Student to use the laptop/computer according to the guidelines set forth in this document. Moreover, WSU TECH administrative staff retain the right to collect and/or inspect the laptop/computer at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. The use of a laptop/computer is a privilege which may be rescinded at any time.
- **Equipment Provided:** The laptop/computer includes a charging/power cable. In certain circumstances, a computer may also include a keyboard and mouse. All installed software and applications are licensed to WSU TECH and are available for the students' use while on or off-campus. WSU TECH will retain records of the serial numbers of provided equipment. In the event a laptop/computer becomes inoperable, a temporary loan of an alternate laptop/computer may be made after return of the originally loaned laptop/computer. The terms of this agreement also apply to any temporarily issued laptop/computer.
- **Responsibility for Damage:** The Student shall use reasonable care to ensure that the laptop/computer is not damaged. In the event of damage, the Student may be billed a fee according to the following schedule:

- Replacement Basic laptop/computer – \$600
- Replacement Design laptop/computer - \$2,000
- Replacement Basic mouse - \$10
- Replacement Design mouse - \$250
- Replacement charging/power cable - \$20

WSU TECH reserves the right to charge a Student the full cost for repair/replacement when damage occurs due to negligence. Examples of negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop/computer while at school.
 - Lending equipment to others.
 - Using equipment in an unsafe environment, including in the presence of food or beverages.
 - Using the equipment in an unsafe manner.
- **Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Student IT Help Desk studenthelpdesk@wsutech.edu or 316-677-9906.
 - **Responsibility for Loss:** In the event, the laptop/computer is lost or stolen, report immediately to the Student IT Help Desk studenthelpdesk@wsutech.edu or 316-677-9906. In the event a device cannot be located and retrieved, the Student may be billed the full cost of replacement. (Note: Students may pursue insurance through their homeowner's insurance. Many homeowner and renter insurance policies offer very affordable coverage for Student devices.)
 - **Technical Support and Repair:** WSU TECH does not guarantee that the laptop/computer will be operable but will make technical support, maintenance, and repair available. The Student IT Help Desk is available for light repairs and should be the first course of action if a device appears to be malfunctioning. If the Student IT Help Desk cannot restore the device to full functionality, a repair order will be issued for the device, and a substitute device, if available, will be issued to the Student.
 - **Student IT Help Desk:** If a student is having problems with a WSU Tech owned device, they can take that laptop/computer to the Student IT Help Desk located at WSU South, NCAT, or City Center Campus.

To review:

- The student will be charged a **\$0 non-refundable** rental fee.
- If a Basic laptop/computer is damaged or lost, the student may be charged **\$600**.
- If a Design laptop/computer is damaged or lost, the student may be charged **\$2,000**.
- If the Basic mouse is damaged or lost, the student may be charged **\$10**
- If the Design mouse is damaged or lost, the student may be charged **\$250**
- If the charging/power cable is damaged or lost, the student may be charged **\$20**.
- The laptop/computer must be returned when the student's classes are completed for the semester.
- If the laptop/computer is not returned and the student is enrolled in the next semester, the student will automatically be charged a **\$0 non-refundable** rental fee for that semester as well.