

**EMBT Laptop Lending Form**

Cestar College provides a Laptop lending service for the EMBT program. The laptops are configured with Ubuntu 18.04 LTS and available to students for a period 2 weeks and must be returned by the date listed on this form.

Laptops must be returned to the IT Help Desk on the day that they are due. Late fees are $25 + HST  per day. If you require the laptop loan for a longer duration, you are required to notify us in person by visiting the IT Help Desk at 271 Yorkland Blvd with the Laptop. The IT Help Desk staff can, upon their discretion, extend the laptop loan.

If a laptop has suffered damage, the student is solely responsible for the cost of repair to the laptop. The repair cost will be determined by the IT Help Desk staff. If a laptop has been lost or stolen a fee of $500 must be paid to replace the unit.

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

Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Laptop Model and serial# : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start of Lending period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date to return Laptop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IT Loaning Technician Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_