

Approval Number: _____

UNM Student Laptop Checkout Financial Liability Agreement

The purpose of the UNM Student Laptop Checkout Program is to provide students with a temporary loan of computer equipment while they are enrolled in classes at the university. This equipment is the property of The University of New Mexico and is subject to all UNM policies and State of New Mexico requirements regarding state-owned property. This equipment must be returned at the end of the semester or whenever Academic Technologies requests return, unless a formal extension is granted.

The student checking out a laptop provided by UNM's IT Academic Technologies, is financially responsible for it, and acknowledges and agrees to each of terms listed below.

IT Academic Technologies, The University of New Mexico

Student Borrower Information			
Print your full Name			
UNM ID #		UNM Email	
Phone			

Academic Technologies Staff	
Laptop Asset Number	
Service Representative (initials)	

Please read and initial each item to accept the Corresponding Terms	
	The checked-out laptop and charger will be returned on, or by the scheduled due date. If the laptop is not returned by the due date, a fine of \$1,200.00 will be charged to my Bursar's account, and a UNM Police report will be filed. Failure to return the charger may make me ineligible to participate in this program in the future.
	If I fail to return the laptop, and I do not pay the fine through the UNM Bursar's Office, my account may be sent to a collection agency and may be reported to one or more credit bureau reporting service(s), which will negatively impact my financial future and ability to obtain credit.
	I agree to reimburse UNM the fees of any collection agency, which may be based on a percentage at a maximum of 40% of the debt, and all costs and expenses, including reasonable attorney's fees UNM may incur in such collection efforts. More information about collections processes is available on the UNM Bursar's website at https://bursar.unm.edu/billing/collections.html .
	UNM will not be liable for any illegal or prohibited use of this laptop.
	The laptop will be returned with the original, pre-installed operating system (OS) intact, as per UNM's IT Academic Technologies review. If the original OS is overwritten, I will not be eligible to participate in this program in the future.
	This laptop comes "as is," with some software titles available for installation on the device through Microsoft Company Portal (Windows) or Jamf Self-Service (Mac). I acknowledge that I will not have administrative rights to the laptop and will not have permission or access to install any other software. I further understand that Academic Technologies will not fulfill any requests to install additional software, even if it is required for a class.



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	The laptop will not be taken out of the country.
	If the laptop is lost, damaged, or stolen, I will notify UNM's IT Academic Technologies. If the laptop is lost or stolen, I will file a police report and submit a copy of it to UNM's IT Academic Technologies.
	If the laptop is destroyed, I may be assessed damages and/or prohibited from borrowing devices in the future. UNM Academic Technologies reserves the right to deny future services.
	If any data needs to be retrieved from the locked laptop, it must first be returned to UNM IT Academic Technologies, and a second appointment must be scheduled to access the data.
	Questions can be submitted via email at avdept@unm.edu or by coming to the UNM Student Laptop Checkout service area in Woodward Hall room 114, Monday through Friday, 9:00 AM to 4:00 PM.
	I acknowledge that I understand these terms.

Student Borrower's Signature	Date
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