



# CUNY SCHOOL OF LABOR AND URBAN STUDIES

THE CITY UNIVERSITY OF NEW YORK

25 West 43rd Street, 19th FL, New York, NY 10036-7406 | Phone 646 313-8300 | [slu.cuny.edu](http://slu.cuny.edu)

## EQUIPMENT LOAN REQUEST

<b>COMPLETED BY THE STUDENT</b>						
<b>YOU MUST PRESENT YOUR SLU OR GOVERNMENT ISSUED PHOTO ID WITH THIS FORM!</b>						
<b>Full Name:</b>	_____			<b>EMPL ID:</b>	_____	
<b>Telephone:</b>	_____	<b>E-mail:</b>	_____			
<b>Enrollment Status:</b>	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<b>Semester:</b>	<input type="checkbox"/> Spring 20____	<input type="checkbox"/> Summer 20____	<input type="checkbox"/> Fall 20____
<b>Select <u>One</u> Device:</b>	<input type="checkbox"/> Laptop <input type="checkbox"/> Laptop w/Statistical Software <input type="checkbox"/> iPad					
<b>Duration:</b>	<input type="checkbox"/> Day Of		<input type="checkbox"/> Short-term (up to 30 days)	<input type="checkbox"/> Long-term (Full semester)		

<b>CHECK-OUT-----FOR USE BY IT DEPARTMENT ONLY-----CHECK-OUT</b>							
<b>Device Requested On:</b>			<b>Student Must Return By:</b>				
_____			_____				
MONTH	DAY	YEAR	TIME 00:00 AM/PM	MONTH	DAY	YEAR	TIME 00:00 AM/PM
<b>Device Quality at Check-Out:</b>			<b>Device Information:</b>				
Technology available to be loaned is inspected by the Helpdesk and is in good condition upon release.			MAKE: _____ MODEL: _____				
PHYSICAL DEFECTS PRESENT AT CHECKOUT:			SERIAL NO. _____ ASSET ID: _____				
<input type="checkbox"/> Y <input type="checkbox"/> N			<b>ALSO INCLUDED:</b>				
IF Y, SPECIFY: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>			<input type="checkbox"/> POWER CORD <input type="checkbox"/> MOUSE				
			<input type="checkbox"/> OTHER: _____				
<b>CHECK OUT AUTHORIZED/DISTRIBUTED BY:</b>		_____		<b>PROVIDE COPY TO STUDENT.</b> ADD EQP INDICATOR (CUNYFIRST)			
<b>DATE:</b>		_____					

<b>RETURNS-----FOR USE BY IT DEPARTMENT ONLY-----RETURNS</b>					
<b>Actual Return Date:</b>			<b>Device Quality Upon Return:</b>		
_____			<input type="checkbox"/> Good/Fair.		
MONTH	DAY	YEAR	TIME 00:00 AM/PM	<input type="checkbox"/> Minor Damage.	
			<input type="checkbox"/> Extensive Damage/Loss.		
* Equipment returned late is billed a late fee.			*Damaged equipment is billed to the student.		
<b>Additional Details:</b>	_____				
<b>INTAKE CONDUCTED BY:</b>		_____		<b>PROVIDE COPY TO STUDENT.</b> UPDATE EQP INDICATOR (CUNYFIRST)	
<b>DATE:</b>		_____			



# SLU POLICY ON BORROWED TECHNOLOGY

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## Eligibility

- Currently enrolled SLU students may borrow technology for use on campus and at home.
- Students must complete an [Equipment Loan Request](#) and submit it to the Information Technology Helpdesk. If approved, the student must pick up the loaner in-person.

## Equipment Care and Use

- Equipment must be returned in the same condition as when borrowed.
- Equipment must not be left unattended.
- Equipment must not be loaned to anyone else.
- Students must not change (add/delete) or tamper with the hardware or software.
- Students must not perform any illegal activities with the equipment (i.e., hacking, pirating, etc.) and will be held responsible for any such unlawful activities.

## Loan Duration and Return

- The duration of the loan may depend on inventory availability. Borrowers are required to return the device by the due date listed on the [Equipment Request Form](#).
- Equipment must be returned in-person and on time to the Information Technology Helpdesk. The device must be checked by staff, which can take up to 15 minutes and includes an examination of the device to ensure it is in good working condition.
- If equipment is needed beyond the specified period, the borrower must complete another [Equipment Loan Request](#).

## Financial Responsibility

Borrowers are financially responsible for the devices in their custody, whether at home, on campus, or elsewhere and will be charged for late returns, damages, loss, or theft.

## Late Fines

All loaned devices must be returned on time and undamaged. A late fine of \$25 will be applied if the device is not returned by the due date and may result in the suspension of borrowing privileges.



## Extensive Damages/Loss

Borrowers are billed for extensive damages that have resulted in a loss. This includes:

- Devices returned with major or irreparable damage.
- Devices that are missing or otherwise not returned within 5-business days of the due date.

Extensive damage or loss fees vary based on the type of device and may be adjusted without prior notice.

A	E
Device Type	Loss Billed to Student
iPad	\$230.00
Laptop	\$700.00
Laptop w/ Statistical Software	\$930.00

## Minor Damages/Repairs

Borrowers are billed for minor damages, which mean the device is usable but will require some repairs to maintain proper function.

A	F
Device Type	Repair Billed to Student
iPad	\$75.00
Laptop	\$75.00
Laptop w/ Statistical Software	\$75.00

## Bursar Holds/Account Settlement

Balance holds are assigned immediately after an equipment fine is assessed and will not be released until the account is settled in full. Such holds will prevent future registration. The student will have 30 days from the date of the notice to settle these charges before the debt is referred to a collection agency.



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## Advisories

- It is advised to return the device early if it is not being used. The longer a person has borrowed equipment, the greater the chance of it being misplaced, stolen, or forgotten.
- SLU is not responsible for damage to data caused by viruses that may exist on the network or are spread through the network or from software malfunctions.
- Data must not be saved on the device. When powered down or logged off, all data will be lost. All work must be saved to a USB drive. All files left on the equipment will be erased. SLU accepts no responsibility for lost files.
- SLU is not responsible for damage to external drives, or any other devices plugged into the equipment.

SLU reserves the right to suspend and/or discontinue a student's equipment loan borrowing privileges at any time, including but not limited to inappropriate use and treatment or loss of parts to the equipment.

## USE AND LIABILITY ATTESTATION

I do hereby verify that I have read and understood the **EQUIPMENT LOAN AGREEMENT** and I agree to abide by the above terms, pages 1 - 4:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
EMPL ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date