



CUNY SCHOOL OF LABOR AND URBAN STUDIES

THE CITY UNIVERSITY OF NEW YORK

25 West 43rd Street, 18th Floor, New York, NY 10036-7406 | Phone 646 313-8300 | slu.cuny.edu

EQUIPMENT LOAN REQUEST FORM

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

CHECK-OUT-----FOR USE BY IT DEPARTMENT ONLY-----CHECK-OUT

Device Requested On:	Student Must Return By:
_____ MONTH DAY YEAR TIME 00:00 AM/PM	_____ MONTH DAY YEAR TIME 00:00 AM/PM
Device Quality at Check-Out:	Device Information:
Technology available to be loaned is inspected by the Service Desk and is in good condition upon release.	MAKE: _____ MODEL: _____
PHYSICAL DEFECTS PRESENT AT CHECKOUT: <input type="checkbox"/> Y <input type="checkbox"/> N	SERIAL NO. _____ ASSET ID: _____
IF Y, SPECIFY: <div style="border: 1px solid black; width: 200px; height: 30px; display: inline-block;"></div>	ALSO INCLUDED:
	<input type="checkbox"/> POWER CORD <input type="checkbox"/> MOUSE
	<input type="checkbox"/> OTHER: _____
CHECK OUT AUTHORIZED/DISTRIBUTED BY: _____	PROVIDE COPY TO STUDENT. ADD EQP INDICATOR (CUNYFIRST)
DATE: _____	

RETURNS-----FOR USE BY IT DEPARTMENT ONLY-----RETURNS

Actual Return Date:	Device Quality Upon Return:
_____ MONTH DAY YEAR TIME 00:00 AM/PM	<input type="checkbox"/> Good/Fair.
	<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.
Additional Details: _____	
INTAKE CONDUCTED BY: _____	PROVIDE COPY TO STUDENT. UPDATE EQP INDICATOR (CUNYFIRST)
DATE: _____	



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COMPUTING EQUIPMENT LOAN POLICY AND AGREEMENT

Computing Equipment Loan Request Process

- Loan requests for all equipment are fulfilled on a first come first served basis and dependent upon existing inventory.
- To request a device loan, you are required to submit an [Equipment Loan Request](#) to the Information Technology Service Desk. Please be advised, only currently enrolled SLU students may borrow technology for use on campus and at home.
- Equipment must be picked up by the student reserving the device. You must present a valid CUNY-SLU or Government issued photo I.D.

Loan Duration and Return

- The duration of the loan may depend on inventory availability. **Students are required to return the device by the due date listed on the Equipment Loan Request.**
- Equipment must be returned in-person and on time to the SLU Information Technology Service Desk. 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](#).
- Failure to return the device may result in suspension of the right to borrow any college equipment in the future and/or the student's being required to pay for the College to purchase a replacement. Failure to pay the replacement cost would result in a hold on the student's account.
- If you withdraw from classes, you must immediately return the equipment to the SLU Technology Service Desk.

Equipment Care

- You are responsible for taking care of the equipment (laptop, PC, tablet, peripherals, etc.) while it is assigned to you for your exclusive use. Equipment must be returned in the same condition as when borrowed.
- You are financially responsible for the replacement of lost equipment and for the cost of repairing physically damaged equipment. Examples of possible replacement and damage costs are set forth below in this agreement.
- You are not responsible for any equipment malfunctions. Please do not attempt to repair equipment – return it to the SLU Technology Service Desk during the hours posted by the campus when someone will be available to receive it.
- Malfunctioning equipment will be replaced if possible and available. The CUNY-SLU Technology Service Desk must be notified immediately regarding any problems with the device.
- Equipment must not be left unattended or loaned to anyone else. Report lost or stolen equipment immediately to the college.
- 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. See: [Computer Use of Digital Assets And Resources](#)

Usage

- Only use equipment for CUNY related educational or business purposes.
- Please do not prevent automatic updates to device operating systems or security updates. Software updates or software modifications to third party applications you install are at your risk and may not be supported by the college IT department staff.
- Do not leave the device power plugged in when not in use or if device is fully charged.
- Loaner equipment has limited storage capacity and devices will be wiped when returned after the loaner period ends. To prevent loss of important work, do not store any work or documents on these devices.
- Be sure to backup any personal data from the laptop – all data will be erased by a Student Service Desk technician upon return of the device. CUNY provides external cloud storage that we strongly recommend you use. You may also save documents to a flash drive, Office 365 storage area, Dropbox, or email the documents or work to your email address.
- Sign off from all applications you were using and turn off the device before you return it.



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Financial Responsibility

- Borrowers are financially responsible for the equipment in their custody, whether at home, on campus, or elsewhere and will be charged for late returns, damages, loss, or theft. All devices must be returned even if damaged.
- All charges listed herein can vary by device type may be adjusted without prior notice.**

Late Fines	Extensive Damages/Loss	Minor Damages/Repairs			
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	Borrowers are billed for extensive damages that have resulted in a loss. This includes: <ul style="list-style-type: none"> Devices returned with major or irreparable damage. Devices that are missing or otherwise not returned within 5-business days of the due date. 	Borrowers are billed for minor damages, which mean the device is usable but will require some repairs to maintain proper function.			
		Device Type	Loss Billed to Student	Device Type	Repair Billed to Student
		iPad	\$230.00	iPad	\$75.00
		Laptop	\$700.00	Laptop	\$75.00
	Laptop w/ Statistical Software	\$930.00	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. These holds will prevent future registration. Payments via check and money order are accepted in person by the Bursar's Office. Credit/debit cards are accepted online through CUNYfirst. Please be advised that unpaid fines exceeding 90 days from the date of charge will be referred to a collection agency. Students will be responsible for the amount due plus agency fees, which may be up to 25% of the principal balance.

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 - 3:

Print Name

EMPL ID

Signature

Date