

# STUDENT LAPTOP LOAN

## AGREEMENT FORM

This form should be completed at the point when the laptop is being issued to the student by a member of Centre for Information Technology (CIT).



### STUDENT INFORMATION

**First Name:**

**Last Name:**

**USI Number:**

**Year of Study:**

**Faculty/School:**

**Programme:**

### LAPTOP LOANED INFORMATION

**I confirmed that I have received the following:**

**Laptop Name/Model:**

**Charger Serial No.:**

**Laptop Serial No.:**

**UG Asset No.:**

### TERMS AND CONDITIONS

1. The student will be required to complete a Student Laptop Loan Agreement Form before collecting the laptop.
2. The loaned laptop will remain the property of the University of Guyana.
3. The student may keep the loaned laptop for the duration of their studies and will be required to return it to the University on; their leave of absence, withdrawal, completion of their studies, or when the loan is otherwise no longer required.
4. The student will be given an option from lease to own at a monthly cost of \$2,000.
5. The equipment is for academic purposes only. It is not to be used for any other purpose or loaned to any third party.
6. The student bears the sole responsibility for the safekeeping of the laptop and will be held liable for any loss or damage.

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7. The student will be required to pay the cost for a laptop that is lost or stolen at a fair market price. The Students' Welfare Division and the Tactical Online Services (TOS) Unit should be informed of either of these occurs, and a fair market price should be computed by TOS for the student to pay.
8. The student will have full administrative control of the loaned laptop and are required to use the Internet to update Microsoft Windows, Microsoft Office, and other software installed on the laptop at the time of pickup. However, anti-virus software is not included.
9. The student is required to follow cyber-safe strategies and to demonstrate digital social responsibility in the use of the loaned laptop.
10. The student will be required to pay the cost of replacement parts should the loaned laptop be damaged while in their care.
11. If the loaned laptop is under warranty, the student is required to take it to the sales company for any repair needed. Furthermore, the warranty does not include software issues. The student may have to pay to reload the loaned laptop should there be a software issue affecting its functionality, which was caused by illegal or unlicensed software installed by the student. Students are encouraged to install license software only.
12. The student is required to contact the helpdesk for any issues with the laptop. The helpdesk is available via Live Chat on the [uog.edu.gy](http://uog.edu.gy) website, Mobile/WhatsApp: 624-1368 or 624-6214 and via email: [helpdesk.tos-ccses@uog.edu.gy](mailto:helpdesk.tos-ccses@uog.edu.gy).

### Agreement

- I have read, understood, and agreed to the terms and conditions for the laptop loaned to me.
- I agree to pay in the event there is a cost associated with repairs, replacement, or loss of loaned laptop while in my care and custody.

**CIT Manager Name:**

**Signature:**

**Date:**

**Student's Name:**

**Signature:**

**Date:**