

SUNY SCHENECTADY

Laptop Loan request

Name:

Student ID number:

Telephone/cellphone:

SUNY Email address

Are you a computer science major? Yes No

I understand that I am expected to return this laptop in good condition by January 15, 2021 to the Office of Student Affairs. If the laptop is not returned in good working order or is not returned at all, my grades and transcript will be held and the cost of the laptop will be owed to the College. If the cost of the laptop is not paid within 30 days, I will be sent to a collection agency for collection of the cost of the laptop and collection costs.

If I register for the spring semester and would like to continue to borrow the laptop, I will contact the Office of Student Affairs by December 19, 2020 to request a continuation of the loan. I am expected to sign a new agreement for the spring semester.

Signature:

Date:

Office Use Only

ALMA Check out

Date

Initial

Appt Date/time

Loan Date

ALMA Check in

Date

Initial

Received

Date