

## Fall 2017 Laptop Scholarship and Software Acceptance Agreement

**Laptop Acceptance** - Your new HP ProBook 640 G2 Notebook PC is a scholarship and is therefore subject to all rules and regulations governing scholarships including tax implications.

Please read and initial each statement:

- \_\_\_\_\_ I understand that I am obligated to return the awarded laptop within 30 days to Indiana State University if I withdraw or discontinue enrollment any time prior to January 22, 2018.
- \_\_\_\_\_ I will read and abide by the Indiana State University Laptop Award Return policy located on the reverse side of this contract or at the website: [www.indstate.edu/scholarships/laptop-policy.htm](http://www.indstate.edu/scholarships/laptop-policy.htm)
- \_\_\_\_\_ I understand that if I fail to return the awarded laptop within 30 days and meet all return policy criteria, the assessed laptop charge of \$767.00 plus \$53.69 tax for a total of \$ 820.69 will be added to my student account and an administrative hold will be placed on my student record, preventing registration and the release of my transcript and/or diploma.
- \_\_\_\_\_ I understand that the laptop is protected by a three-year warranty and accidental damage coverage, except for the battery and power cord which has one-year, which is contracted with the vendor and not Indiana State University.
- \_\_\_\_\_ I understand that any amount of a scholarship (including athletic scholarship), fellowship, or grant that exceeds the costs of tuition, mandatory fees, books, and equipment required for courses of instruction will be considered taxable income and may be subject to federal and/or state tax. Please see IRS Publication 970 or consult your tax accountant for more detailed information. The cost of the laptop for tax purposes is \$767.00.
- \_\_\_\_\_ I understand that once I have picked up the laptop, ownership of this device and all associated liability will be transferred to me. At this time I accept full responsibility and I agree to hold ISU harmless in the event that information stored on or transmitted through this device is breached or compromised.
- \_\_\_\_\_ I understand that if I do not meet the obligations of the Indiana State University Rules and Regulations governing the Laptop Scholarship Award, the laptop must be returned. Once the laptop is in ISU's possession, ownership of this device is transferred back to ISU at that time.

**Software Acceptance** - Your new HP ProBook 640 G2 Notebook PC will be loaded with software that is licensed through a Software License Agreement with Microsoft.

Please read and initial each statement:

- \_\_\_\_\_ I will read and abide by the License Agreement associated with this Software. This agreement can be found at: <http://www.microsoftvolumelicensing.com>
- \_\_\_\_\_ I understand that if Indiana State University does not renew the Student Option Agreement, then I must delete or remove the Software licensed under this agreement from my computer at the time the agreement expires or is terminated.
- \_\_\_\_\_ I understand that if I do not graduate from Indiana State University even if I have met the obligations for retaining the laptop I lose all rights to use the software and must uninstall it.
- \_\_\_\_\_ I understand that if I graduate from Indiana State University during the Campus Subscription Enrollment licensed period, the Software license will convert to a perpetual license (meaning I have full ownership of the Software).
- \_\_\_\_\_ I understand that it is my responsibility to contact the institution to obtain the Student License Confirmation, which is proof of Software ownership, prior to graduation. The Student License Confirmation can be obtained at the Technology Support Center located in the basement of Stalker Hall room 009.

**CONTINUE TO OTHER SIDE**

*If you are under 18 years of age, you must have a legal guardian read, initial, and sign this document.*

**By signing below, I agree that I have received my laptop and understand the information regarding my laptop scholarship as explained on both sides of this contract.**

Printed Student Name: \_\_\_\_\_ University ID: 991-\_\_ \_\_ \_\_ -\_\_ \_\_ \_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Guardian Printed Name: \_\_\_\_\_

Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Students are obligated to return the awarded laptop within 30 days to Indiana State University if they withdraw or discontinue enrollment any time prior to January 22, 2018.**

### **LAPTOP AWARD RETURN PROCEDURES**

Indiana State University Laptop Awards being shipped to the University or returned in person must be in good working order, with all model and serial numbers matching with those issued to the student.

### **LAPTOP RETURN**

1. A laptop may be returned by bringing it to:

Technology Support Center (TSC)  
Stalker Hall, Room 009 (Lower Level)  
Monday – Friday, 8:00 a.m. to 4:30 p.m., excluding university-observed holidays.

2. A laptop may be returned by mail. The student's full name and University ID (991-) number must be enclosed. The shipping address is:

Indiana State University  
Technology Support Center (TSC)  
Stalker Hall 009  
Terre Haute, IN 47809

**Indiana State University accepts no responsibility for laptops damaged or lost during shipping.  
It is suggested that computers being shipped are insured.**