

Fall 2019 Sycamore Technology Award Laptop and Software Acceptance Agreement

Laptop Acceptance - Your new HP ProBook x360 440 G1 Notebook PC with Touchscreen is an award 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 21, 2020.
- _____ I will read and abide by the Indiana State University Sycamore Technology Award Laptop Return policy located on the reverse side of this contract *or at the website:*
www.indstate.edu/scholarships/laptoppolicy.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 \$780.00 plus \$54.60 tax for a total of \$834.60 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 \$780.00.
- _____ 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 Sycamore Technology 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 x360 440 G1 Notebook PC with Touchscreen 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 by accepting and agreeing to the terms and conditions the first time I use the software.
- _____ I understand that once I leave the University that after 30 days the software will become read only.
- _____ I understand that if I do not graduate from Indiana State University even if I have met the obligations for retaining the laptop, the software will have reduced functionality and I will only be able to read documents.
- _____ I understand that thirty (30) days after I graduate from Indiana State University the Microsoft Office suite will have reduced functionality and I will only be able to read documents.

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 21, 2020.

LAPTOP AWARD RETURN PROCEDURES

Indiana State University Sycamore Technology 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.