



Sisseton Wahpeton College Student Support Services



Guidelines for checking out a laptop

Students will have to meet the following criteria before they are allowed to check out a laptop from the TRIO-SSS Department.

Students will not be allowed to check out a laptop if they don't meet these criteria's.

Students must abide by the following guidelines when checking out a laptop computer from the TRIO-SSS program;

1. Student must be enrolled in the TRIO-SSS Program.
2. Student must have at least 60% classroom attendance in all classes.
3. Student must complete a recommendation form and have at least one of your instructors sign it.
4. Students must return the computer on the due date listed on the check-out agreement. If it is not returned and the TRIO-SSS staff has to write a letter or call the student, then privileges to check out the laptops will be suspended until further notice. If the laptop is more than 2 weeks overdue, WE WILL CONTACT LAW ENFORCEMENT AND FILE A POLICE REPORT FOR THEFT.
5. Laptops will be checked by TRIO-SSS Staff when they are returned. If they are dirty, need repairs or maintenance beyond routine maintenance the charges for repairs/cleaning will be submitted to the business office and added to the students bill.
6. Student will be responsible for the replacement cost

I understand these criteria's and guidelines and the consequences of not following them.

Students Signature

Date