



Calculator/Laptop Loan Request Form

If you would like to participate in the calculator/laptop loan program, please read and complete this application. Distribution of calculators and/or laptops is based on availability and the time of receipt of this request. All requests will be reviewed on a first come, first served basis. Please return completed form to the MESA Center located in the Aliso Lab Building, room 114.

Student ID: _____ **Today's Date:** _____

Student Name: _____
Last Name First Name

Home Phone: _____ **Cell Phone:** _____

Email: _____ **@my.canyons.edu**

I am requesting to borrow the following item(s): CALCULATOR LAPTOP

Semester: Fall ____ Winter ____ Spring ____ Summer ____

CALCULATOR AND LAPTOP LOAN AGREEMENT

Initial	Agreement
	I understand that in order for me to borrow the calculator and/or laptop, I must complete the MESA orientation AND maintain an updated education plan with the MESA Program.
	I understand that I must return the calculator and/or laptop no later than the return date indicated below. Failure to return the item by the return date will result in disciplinary action.
	I understand that the equipment that I am requesting is on loan and that I am responsible for ensuring that it will not be lost, stolen, or damaged otherwise disciplinary action will follow.
FOR CALCULATORS:	
	I understand that I am responsible for replacing the batteries when necessary. MESA does not supply batteries while I am using the calculator.
	I understand that if I drop a class for which I have borrowed the calculator I will return it immediately.
FOR LAPTOPS:	
	I am responsible for saving my work onto an external drive or CD. I understand that I cannot save work on the laptop and that any work saved will be lost when I restart the laptop.
	I understand that I am not authorized to download and/or install software or any other application onto the laptop.

CALCULATOR/LAPTOP RETURN DATE: ____/____/____

By signing this agreement, I agree to all the terms and conditions for the use of a calculator and/or laptop required by the MESA Program. I understand that if I fail to comply with the terms of this agreement, I will lose calculator and laptop privileges and disciplinary action may follow.

 Signature Date

FOR MESA USE ONLY	
Approved By (Initial):	_____
Date Distributed:	_____
Calculator Number:	_____
Laptop Number:	_____
Date Returned & Initial:	_____
Notes:	

