

Initials of Staff @ Loan

Initials of Staff @ Return

MEDIA SERVICES

TODAY'S DATE:

/ /

STUDENT TECHNOLOGY FORM

CURRENT SEMESTER:

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UPLOAD STUDENT ID:

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We are open from Monday through Thursday 9am–6pm, and Friday 9am–3pm.

First Name		Last Name:
Banner ID:	Phone No.	Personal Email:

Please read policy below:

1. You are accepting **FULL** responsibility for the cost \$ of all items checked out to you, including costs associated with loss, theft, or damage to the items and their accessories.
2. Laptops, Chromebooks Hotspot and Cameras and (reserved for Photography Students Only), will be **due by** You must return equipment immediately, if you withdraw from all your courses.
3. If you fail to return equipment on the due date, your borrowing privileges will be **suspended**, and a **hold** will be placed on your Banner account. If a hold is placed on your Banner account, you will be prohibited from registering for classes, getting your transcripts, or your diploma. So, it is important that equipment is returned on the proper due date.

Select Item(s):

☐ **Laptop:** Dell (Gray) (Black)
ASUS () IT()

☐ **Camera No.**
☐ **Tripod No.**
☐ **Lens No.**
☐ **Hotspot No.**

☐ **Chromebook:** Foundation ()
MS (Acer (HP))