

## **Tiger Laptop on Loan Program Spring 2020**

### **Requirements**

- Student must be currently registered for spring 2020 courses
- Students must self-identify as laptops will not be shipped to all students

A link will be provided on the EWC website for students to complete the laptop request. Once completed:

Step 1: Students must have completed a 2020-2021 FAFSA

**NOTE:** Students that **have not completed** the item in Step 1 **must:**

- Contact the Office of Financial Aid to complete the FAFSA process. The staff will assist in the completion of this process. The students need to ensure completion of the document.
- Students can then proceed to Step 2

Step 2: An electronic check-out agreement form will be available on [ewc.edu/srap](http://ewc.edu/srap). This form requires that students update all contact information, including mailing and telephone information. The form is completed and submitted online.

Step 3: Once the telephone number is verified for authenticity, the laptop will be shipped to the mailing address listed by the student. If shipping address is different from the mailing address (i.e. PO Box, alternate address), both addresses must be listed.

- EWC will assume the cost of shipping to the student
- Student will assume the responsibility of returning the laptop, including, but not limited to the cost of shipping the laptop back to EWC, if not returned in person.

Step 4: After final exams, students are required to return the laptop back to EWC. Laptops must be returned and received on or before Friday, May 29, 2020, unless the student is registered for Summer 2020 classes.

- Any computers that are not returned or when received are damaged to the extent of replacement, the student will be assessed a charge on their student account of \$400 for the current market value of a comparable replacement laptop.

**Failure to pay fees assessed for non-return/damaged laptops will result in a registration hold on future course registration as well as limit access to student records, including the withholding of official/unofficial transcripts.**