



# ACCESS APPLICATION LAPTOP LOAN PROGRAM

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Home) (Cell)

Address: \_\_\_\_\_

You must attach the following to be considered for the loan program:

1. Current class schedule of 9 or more units. Students can **print their class schedule from MyWebServices.**

Statement of Need (Please print very clearly):

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Requirements of all students: (Please initial before each item)

1. \_\_\_\_\_ I am **enrolled** in or have successfully **completed ACCESS Orientation** (Counseling 102).
2. \_\_\_\_\_ I have **completed** at least **six (6) units** at Mission College.
3. \_\_\_\_\_ I have a **cumulative GPA** of at least **2.0**, and I am not on **academic probation**
4. \_\_\_\_\_ I have provided a copy of my current academic schedule showing enrollment in **9\* or more units** (\**Except for Summer and Winter session*)
5. \_\_\_\_\_ I understand a laptop computer and accessories will be loaned for one (1) semester and **will be returned on or before the due date (last day of classes).**
6. \_\_\_\_\_ **Should I withdraw** from my classes, all loaned **items will be returned immediately.**
7. \_\_\_\_\_ I am responsible for my data, and should **regularly back-up** important data.
8. \_\_\_\_\_ **I will be responsible for any damages** to the laptop computer and accessories. I understand that if I do not return the laptop by the **due date** (last day of classes), or if I do not uphold my responsibilities, my grades, transcripts, and my ability to register for classes **will be placed on hold.**
9. \_\_\_\_\_ **I will provide accurate information** regarding my address, email, and phone number(s). I am required to notify ACCESS **within three (3) days of any change** to my personal information.
10. \_\_\_\_\_ I will remove all files and photos before I return the laptop.
11. \_\_\_\_\_ Laptop & Wi-Fi Card return **Due Date:** \_\_\_\_\_

By signing below, I am verifying that I am at least 18 years old and an enrolled student at Mission College, and that I agree to the terms above.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Laptop/Wi-Fi Returned: \_\_\_\_\_  
(Date)

# LAPTOP REQUESTED

## LAPTOP ACCESSORIES

WI-FI CARD

AC POWER ADAPTER

USB FLASH DRIVE

CARRYING CASE

### OFFICE USE ONLY!

ACCESS Inventory Number: \_\_\_\_\_ StRUT Serial Number: \_\_\_\_\_  
(Laptop) (Laptop)

ACCESS Inventory Number: \_\_\_\_\_  
(Wi-Fi Card)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff Member's Signature)

RESERVED  
 APPROVED  
 DENIED  
 PURCHASED  
 ENTERED \_\_\_\_\_  
(Initials)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Program Director's Signature)

Comments: \_\_\_\_\_

Mission College ACCESS Program (C1-117)  
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