Device Rental Agreement
Guidelines & Responsibilities

1. Regular care and maintenance of the device in accordance with best practices, standard backup procedures, and virus scanning are the student’s responsibility. Each device is equipped with USB ports and a USB drive or external hard drive should be used to back up data. Additionally, cloud storage methods (such as OneDrive provided by the University through Office 365) could be utilized. If the hard drive is replaced, the University will restore drive to its original (pre-delivery) condition, and student is responsible for restoring personal files, and any software he/she has added. When there are repeat support visits for malware and virus related items, the University may remove administrator privileges from the student and their device. Student is responsible for learning how to avoid these items.

2. Computer modifications, upgrades or tampering with parts or related components is not permitted. No trade-ins or upgrades are available through Saint Leo University. Students must pay for any damages incurred for any unauthorized upgrades or modifications to the device.

3. Repairs to the computer are covered under warranty when normal wear and tear is involved. Turnaround for warranty repair typically is 1-3 business days. If repair takes longer than one week, a loaner device will be provided upon request. To request a loaner please call the helpdesk at 352-588-8888 or come to the UTS walk-in area during the open hours of operation. If the University or vendor determines that the computer has been abused in any manner, the student must pay for the full cost of repairs. Repairs to the LCD display (monitor and connections) and keyboard are very expensive. Device batteries are not covered under any warranty.

4. The student is responsible for the value of the computer if lost or stolen. Students should utilize their family’s homeowner insurance policy for coverage or select another insurance option, because the College insurance does not cover the device. One such option, National Student Services, Inc., is the premier student personal property insurance provider in the United States; visit http://www.nssi.com for more information. The student is liable for any damage due to misuse or theft. We strongly urge students to purchase a lock-down kit at the bookstore and to always use it. The device should never be left unattended in an unlocked area.

5. The student affirms that they have received the following:

(Please initial all that apply)  _____ Battery  _____ Charger

6. I understand that I am receiving a loaner device. The cost of the Device is $250, including tax which is to be paid before issuing the device. Upon returning the device to UTS, the student will receive back $200 pending no damage to the computer or components. Failure to return the computer will result in a $900 nonrefundable late fee added to the student account, plus the cost of the device. Device is automatically due back within 3 days of the student leaving the University either by graduating, ceasing to be enrolled in classes for the current and/or upcoming term or a date not to exceed Rental Expiration Date below. Failure to return the device will result in student being charged its full cost.

By signing this form, I agree to all terms set forth in this document. I also understand that I am responsible for the computer if it is lost or stolen. I also acknowledge that I must immediately return the device (or make arrangements to purchase) and all of its accessories to UTS should I stop attending Saint Leo University.

Service Tag:  Student ID:  Name:

Signature: ___________________________  Date:  Rental Expiration Date:  UTS Rep:

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