



SP'25 Laptop Loan Agreement Form

By participating in the Digital Dons laptop loan program, your signature below indicates that you as the borrower of the device agree to the following terms and conditions:

Eligibility

Students must maintain a GPA of 2.0 or higher and must be enrolled in a minimum of 9 units in the Spring 2025 semester. Disabled students enrolled in less than 6 units must obtain permission to borrow through the office of Disabled Students, Programs and Services (DSPS).

Authorized Use

The borrower must present a Santa Ana College student ID at the time of checkout. Only the borrower is authorized to use the laptop (with charger) and borrower agrees not to lend, share or otherwise provide access to the laptop to any person other than technical support personnel at the Student Help Desk. The laptop is intended for academic use only. Any use of the laptop for other purposes is not authorized by Santa Ana College or the Rancho Santiago Community College District.

Loss of Data

Santa Ana College is not responsible for the loss of any data, regardless of the cause. Borrower is strongly encouraged to use removable media such as a flash drive to store work. All data on the laptop will be deleted upon its return.

Return

Borrower is responsible for the safe return of the laptop to the Student Help Desk in the **Academic Computing Lab A-106**. The laptop must be returned on or before **June 12 th, 2025**. Laptops can be returned to the Student Helpdesk and will be open Monday -Thursday 10am- 5pm. Santa Ana College reserves the right to require the return of the laptop at any time prior to the end of the term. A **HOLD** will be placed on student account if student fails to return laptop on due date.

Financial Liability

A late fee at a rate of **\$25 / day** will be charged to borrower's account for returning the laptop after the due date. If the laptop is not returned for any reason or if the laptop is returned with damage outside of normal wear and tear, **borrower will be held financially responsible for the full cost of the laptop, which is \$550.**

Photo Release

Borrower agrees that the Rancho Santiago Community College District, Santa Ana College and the Santa Ana Partnership may use photos of you in publications regarding this program.



I have read, understand and agree to be bound by the terms and conditions of the laptop loan program, SP'25:

Student ID: _____

Last Name (print): _____

First Name (print): _____

Signature: _____ Date: _____

Asset Tag: _____

Email Address: _____

Phone Number: _____

FOR OFFICE USE ONLY	
ID verified by:	_____
Name:	_____
Signature:	_____