1.0 PURPOSE

The laptop program has been discontinued for new students at Meredith College. The last distribution for new students took place at the beginning of the spring 2013 semester. The last upgrade distribution took place at the beginning of the fall 2013 semester. Students who are still participating in the now discontinued laptop program will be responsible for following the rules and regulations set-up in the laptop policy.

2.0 SCOPE

This policy applies to all students participating in the laptop program at Meredith College.

3.0 POLICY

General Eligibility

- Students will keep their laptops provided they are enrolled full-time (12 hours or more) at Meredith College. If the student has reached senior status (90 hours+) and has completed a minimum of 2 full-time semesters, they will be allowed to reduce their class load below the full-time status of 12 hours.

Disqualification from the Laptop Program

The following rules govern dismissal from the Laptop Program and the return of the laptop.

- If the student reduces her class load below the 12 hour minimum, before the Drop/Add period.
- If the student reduces her class load below the 12 hour minimum, after the Drop/Add period, and the student does not take a full load of classes (12+ hours) the following semester.
  - If the student does not take a full-load of classes the following semester, then the student must return the laptop at the end of the current semester.
- If the student, at any time prior to graduation, withdraws from Meredith College.

Leave of Absence (pertaining to the laptop program only)

Starting the fall of 2012 semester, any student with a Meredith laptop, requesting a Leave of Absence, will be subject to Technology Services Leave of Absence Policy.

- Any student who is returning from a Leave Absence that was granted prior to the fall 2012 semester will not be eligible to receive a laptop.
- Any student who turned in their laptop, rather than keep it during their Leave of Absence period, will not be eligible to receive a laptop.

Laptop Graduation

When the student has graduated and successfully completed, at a minimum, two full-time (12 hours or greater) semesters at Meredith College, the laptop will become her property. All laptops are warranted by Meredith College at the time of purchase. Any remaining balance of warranty that is still on the laptop will shift to the new owner after transfer of ownership is complete. Please note that there may be circumstances in which the machine will be out of warranty when the student leaves the school.

The procedure for disbursement is as follows:

- Email is sent to the student outlining the procedures needed to be completed prior to transfer of ownership. Removal of Meredith College license software is the primary requirement. The student may bring the laptop to Technology Services for software removal (via reimaging of the laptop), or may elect to remove the software themselves. Software removal instructions are included with the email and are posted on the student’s MyMeredith account under the Technology Services page.
- Only when the software is removed from the laptop and verified by Technology Services will a certificate of ownership, a copy of Microsoft Office, and recovery of CDs be issued.
Failure to Return Laptop

If a student withdraws from school or drops below the minimum required hours per semester, it will be her responsibility to return the laptop and power supply.

Failure to return the laptop and power supply will result in a buy-out change applied to the student’s account. An email and letter will be sent to the student informing her of the charge or of a pending charge. A grace period and final date for return of equipment will be communicated to the student. Failure to return the equipment will result in the charge becoming permanent. Any charge that is applied to a student’s account will freeze all student records, be applied to her credit report, and be turned over to a collection agency.

If the student wishes to return the laptop after the grace period she will need to request a special waiver from the President of Finance.

Damage of Laptop

Laptops that are returned damaged will be subject to warranty repair. Any damages not covered by warranty will be the responsibility of the student. Damaged laptops returned that are out of warranty will be repaired, and any related costs will be applied to student’s account.

Laptop Warranty

Laptop warranty coverage starts when the laptop is purchased by Meredith College. Continuing students who are still using Meredith owned laptops that are out of warranty will continue to receive warranty coverage. If the laptop is too expensive to repair, or is not repairable, a similar type of laptop will be substituted.

The following is a list of the laptops covered under warranty with their expiration dates.

- Fall 2013 – Lenovo T430 – June 2016
- Fall 2012 – Lenovo X220 – July 2015
- All other laptops used in the laptop program are out of warranty.

Warranty Coverage includes the following:

- LCDs: physical damage including cracks, white spots, and pressure points affecting pixel performance.
- Keyboards: Obvious spills, sticky keys, multiple loose or missing keys.
- System Boards: Spill damage of corrosion, broken or bent connectors.
- Hard Disks: Shock damage, sometimes identifiable from error codes (DFT 0x73).
- DVD/CD/CDRW: Damage from accidental spills, missing or broken face plates.
- Covers/Bezels: Physical damage including cracks, broken pieces, missing latches.
- AC Adaptors/Speakers: Broken or frays wires.

Warranty Coverage does not include:

- Parts intended to be replaced or consumed (Battery) or cosmetic damage.
- Damage from intentional misuse, unsuitable environment or alteration.
- Theft, loss or damage from fire, flood or other uncontrollable event.
4.0 REVISION HISTORY

<table>
<thead>
<tr>
<th>Description of Change</th>
<th>Revision History</th>
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<tr>
<td>Initial Creation</td>
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<tr>
<td>Reformatting of Policy</td>
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5.0 INQUIRIES

Direct inquiries about this policy to:

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