1.0 PURPOSE
This policy addresses student laptop privileges, in regards to the Meredith College laptop program, during Leave of Absence (LOA) and/or Leave of Absence extension.

2.0 SCOPE
Meredith college students participating in the Meredith College laptop program.

3.0 POLICY
- If the student participating in the laptop program is approved for an LOA, she will be allowed to keep the laptop for the duration of the LOA.
- If the LOA extension is approved (limit to 1) then the student will be allowed to keep the laptop for the duration of the extension.
- If the student does not return from the LOA, or the extension, and fails to return the laptop to Meredith College, her account will be billed for the laptop and any Meredith College owned software that is installed on the laptop. If the laptop is returned to the College within 30 days of the expiration of the LOA, or extension, then the accounting hold and laptop charge will be removed.

4.0 REVISION HISTORY

<table>
<thead>
<tr>
<th>Description of Change</th>
<th>Revision History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Creation</td>
<td>–</td>
</tr>
<tr>
<td>Reformatting of Policy</td>
<td>March 2016</td>
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</tbody>
</table>

5.0 INQUIRIES
Direct inquiries about this policy to:

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