



Jones College of Business

iPad Class Loaner Program Borrower Checkout Liability & Responsibility Form

Name: _____ MTSU ID #: _____

Address: _____ City, State, Zip: _____

Phone #: _____ Email Address: _____

Semester: _____ Class Name _____ Instructor Name _____

iPad Checkout Date: _____ To Be Returned Date: _____

****iPad must be checked out and returned on the dates designated to the participating iPad class instructor. Checkout and return dates are determined by class instructor.****

Equipment Checked Out

MTSU Tag #: _____ Serial # _____

Component	Checkout Status	Return Status	Notes
iPad			
Charger			
Case			
Sleeve Bag			

Statement of Liability

I agree to all of the terms and conditions listed on this document. I understand that I am fully and solely responsible for the loss of or damage to the iPad and its associated peripherals while checked out to me, and I will pay all costs associated with any damage to, replacement of, or theft of any iPad and related peripheral equipment checked out under this agreement. I understand that a hold may be placed on my account. I understand that if I withdraw from the participating iPad loaner class that I must return the iPad to the participating class instructor no later than the next class meeting. I understand that, if the iPad is not returned within 24 hours of the agreed upon return date, that the property will be considered stolen and the MTSU police may be notified. I understand that individual cases may be referred to Student Affairs for disciplinary action. Furthermore, I understand and agree that my failure to follow all the written policies of this program or my failure to return the iPad in the condition in which it was received on the date and time agreed may result in a hold being placed on my MTSU student account until the costs or fees charged are paid.

I agree to the terms and conditions of this agreement.

Signed: _____ Date: _____

Witness Signature: _____ Date: _____

For Instructor Use Only

iPad Checked Out By: _____ Date: _____

iPad Checked IN By: _____ Date: _____



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Summary of Program:

To further enhance the student's educational pursuits, iPads will be available for checkout for a maximum period of one semester to students enrolled in the designated participating class. iPads are made available to the student on a first come first serve basis. Checkout and return dates will be determined by the instructor of the participating class.

Prior to checking out an iPad, you must:

Read and complete the Borrower's Responsibility Form. Be sure to fill out all of the required information. Complete a Checkout and Liability Form in which you acknowledge and accept responsibility for the iPad and any peripheral equipment checked out to you. You will need to provide a current and valid Middle TN State University ID card as well as one other official ID (driver's license, birth certificate or passport). There will be no checkouts to anyone not providing their MTSU ID and another official form of ID. Copies of ID's will be made and attached to your Borrower's Responsibility Form.

Borrowers are financially responsible for the:

Full replacement cost of all iPads and peripherals checked out to you if lost, damaged, or stolen during the checkout period. Full cost of repairs charged to us if repair is necessary due to damage, including damage caused by spillage from food or beverage.

Any costs or fees that you accrue due to your usage or negligence under this agreement must be paid immediately. A hold will be placed on your MTSU student account until the balance is paid. You cannot register, receive grades, or a transcript until the balance is paid and the hold is cleared. Students who withdraw from the participating class must return the iPad no later than the next scheduled class meeting to the participating class instructor. iPads not returned within 24 hours of the agreed upon return date will be considered stolen. The MTSU police may be contacted and a hold will be placed on your MTSU account. Individual cases may be referred to Student Affairs for disciplinary action.

Additional Items & Guidelines:

The maximum period of time for which the iPad can be checked out is one semester. Never leave the iPad unattended while it is checked out to you. Apps can be downloaded to the iPad using your personal iTunes account. **Any downloaded apps or documents created on the iPad will be erased after the device is returned to the participating class instructor.** MTSU and the Jones College of Business assume no responsibility for apps or documents stored on the iPad. If an iPad or associated peripheral equipment covered under this agreement is not returned to the instructor of the participating class by the specified time, this will be considered theft of University property, and appropriate action will be taken as listed above. MTSU and the Jones College of Business are not responsible for any computer malfunctions caused by viruses or other sources. Students may bring the checked out iPad to the JCB Computer Lab in BAS S137D for any questions or support needs during the loan period. Violation of the above policies will constitute grounds for refusal of future service.