

**NORTHSORE TECHNICAL COMMUNITY COLLEGE**  
**STATE MOVEABLE PROPERTY**  
**LOAN AGREEMENT FORM**

Student/Borrower	
Student LoLA L#	
Phone	
Email	
Address	

Northshore Technical Community College (the College) agrees to loan state property to the Borrower for academic purposes. The Borrower agrees that it is his/her responsibility to care for the equipment and ensure it is maintained in a safe environment. The Borrower may not deface or destroy this property in any way.

If the item(s) is lost, stolen or damaged while in the Borrower's possession or while the Borrower has the property on loan from the College, the Borrower is responsible for the replacement or repair thereof and Borrower agrees to indemnify the College against any claim occurring during or resulting from Borrower's possession or use of the College's property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrower's use of the College Property. In the event the student becomes delinquent in paying charges or defaults in repaying charges related to the replacement or repair of the item(s), the debts may be transferred to the State of Louisiana Attorney General's Office, the Louisiana Office of Debt Recovery, or another external agency for collection and may be reported to one or more of the national credit bureaus. All collection fees incurred shall be at the expense of the student which may be based on a percentage at a maximum of 33 1/3%. If the computer is lost, stolen or damaged, the Borrower should immediately file a report with the Dean of Campus Administration.

Any included software may be used only in accordance with the applicable license and it is the Borrower's responsibility to be familiar with and to comply with the provisions of such license. Borrower may not install or utilize any software in connection with Borrower's use of the laptop equipment other than software owned by the College and made available to Borrower in accordance with this receipt and agreement and Borrower agrees not to make any unauthorized use of or modifications of such software.

The College is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's data storage medium and Borrower agrees to use Borrower's best efforts to assure the College property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession. In the event that the Information Technology department performs any troubleshooting or repair work on the computer, no attempts will be made to recover or otherwise protect the Borrower's data. It is the Borrower's responsibility to ensure Borrower's data is adequately backed up. No technical support will be rendered by the College, except to reimage/reload the operating system and associated software on Borrower's issued computer if the operating system is inoperable.

The below listed item(s) will be returned to the college on a date requested or sooner if the Borrower is no longer attending Northshore Technical Community College. If a Borrower does not return the item(s) he/she may be subject to criminal prosecution or civil liability.

By signing below, the Borrower acknowledges and agrees to the terms of use in this Loan Agreement Form.

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(Signature)

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(Date)

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(NTCC Student Success Coach Signature)

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(Date)

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(Campus Property Control Manager Signature)

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(Date)

Date Checked Out \_\_\_\_\_ Date to be returned to NTCC: \_\_\_\_\_

Item/Description	Tag Number	Current Location	Requested Location

Actual Date of Return \_\_\_\_\_

Received By \_\_\_\_\_ (Official NTCC employee)

Last updated: August 22, 2023