



Student Services Department
Student Financial Services Section

Laptop Loan Program

Student Financial Services Section Laptop Loan Guidelines

QU students may apply and benefit from Laptop Loan Program under the following conditions:

- **Eligibility:**
 - Applicant must meet the requirements stated in the approved “Financial Aid Policies and Procedures”.
- **Availability:**
 - Issuing Laptops will be according to the availability of Laptop quantity, based on the recommendation of Financial Aid Committee.
- **Returning the Laptop to QU:**

The laptop will be considered as a grant to a student if used for four years by the same student. The laptop must be returned to QU in good condition and within Seven (7) days in the following cases: the student graduated, withdrawal, or dismissed because of bad disciplines or academic reasons before the 4 years of loan.
- **Damaged, Lost and/or Stolen Laptop:**
 - In case of physical damages to the Laptop that is not covered by the warranty, the student will be required to fix the damage and pay the cost of repair in full.
 - The university doesn't assume any responsibility for theft, loss, or damage of the laptop. In case laptop is lost or stolen or damaged, student must report his/her case to Student Financial Services Section at QU. If the Financial Aid Committee not allow the release of Laptop loan hold, then the student must buy a new laptop with similar specifications to the one granted to him/her and submitted it to Student Financial Services Section through ITS Department to be recorded as a replacement for the lost, stolen, or damaged laptop.
- **Laptop Maintenance:**
 - The student might ask for routine maintenance of the laptop according the QU ITS followed procedures.

I am Acknowledge that I have received the laptop no. in a good condition and I have read and agreed on the Laptop Loan Guidelines provided for herein.

Signature:.....
QUID:.....
Date:.....

