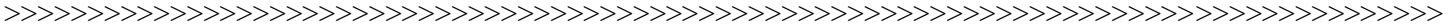


Student Laptop Lease and Insurance Directions and Checklist

- Obtain this Student Laptop Lease and Insurance Agreement from the Dr. Kathy Smith Library. Copies are available at the CTC desk.
- Parent/guardian must fill out the agreement and sign and date it.
- **The cost of the lease for ONE full or partial school year is nonrefundable: full year=\$15.00; 1 semester =\$10.00.**
- **The cost of the non-refundable optional insurance fee is \$10.00 (full year or semester).** Payment of the insurance fee releases the student from paying a replacement fee of \$100 for the laptop, \$25 for the power supply cord, and/or \$12 for the laptop case due to accidental damage resulting from normal use. It does not, however, release the students' responsibility for payment of the \$100 laptop replacement fee, the \$25 power supply cord replacement fee, and/or the \$12 laptop case replacement fee should CCHS determine that the laptop, power supply cord, and/or laptop case were used in a manner indicative of neglect or misuse. Failure to return the following items will result in a fee regardless of insurance payment: Laptop=\$100 fee; Power supply cord=\$25 fee; laptop case=\$12 fee.
- Payment may be made by cash or check to **Cherry Creek High School**. Students who are in financial need will have the ability to lease a laptop through the CCHS library at a reduced rate. The fee will be \$5 for the year (students in financial need will be able to waive the insurance fee but will still be covered under the terms of the insurance fee). Students with a financial need will pick up an Activity Fee Waiver form, have their parent/guardian sign the form, and return the form to the Activities Office prior to returning this form to the Dr. Smith Library.
- Bring the signed Student Laptop Lease and Insurance Agreement, the lease fee, and/or optional insurance fee to the Creek Tech Center Desk in the library. Prior to leaving the library, the student will sign the form indicating that the laptop and charging cord are in working order. The student must return the laptop and charging cord in acceptable condition at the conclusion of the semester or school year as is pertinent to the terms in the following agreement.



Student Laptop Lease and Insurance Agreement

This agreement is between CCHS and _____, the parent/guardian

(Print parent/guardian name here)

of _____,

(Print student name here as it appears on PowerSchool)

- for the use of one laptop and power supply cord for the duration of the one semester or one full school year (identify the duration of the lease below). The student understands that the lease fee is nonrefundable: \$10 (1 semester) or \$15 (Full School year). In addition, the student understands that the optional insurance fee is nonrefundable. The student agrees to return the laptop, power supply cord, and laptop case in working condition. Failure to return the following items will result in a fee regardless of insurance payment: Laptop=\$100 fee; Power supply cord=\$25 fee; laptop case=\$12 fee. The student agrees to use the laptop in a manner that is consistent with the CCHS Student Computer Network Guidelines identified in the Bear Facts. If the student does not pay the optional insurance fee, the student agrees to pay CCHS the aforementioned replacement fee for the laptop, power supply cord, and/or laptop case if the following circumstances apply: a) if the laptop, power supply cord, or laptop case breaks for any reason, b) if the student neglects or misuses the laptop, power supply cord, and/or laptop rendering it non-operational, or c) if the student fails to return the laptop, power supply cord, and/or laptop.

Duration of Lease (Select One): <input type="radio"/> 1 st Semester: \$10 <input type="radio"/> 2 nd Semester: \$10 <input type="radio"/> 1 Full School Year: \$15 <input type="radio"/> Fee Waiver: \$5	Optional Insurance Fee* (Select One): <input type="radio"/> Yes. I want insurance: \$10 <input type="radio"/> No. I do not want insurance: \$0 <input type="radio"/> N/A: Completed the Activity Fee Waiver Form *see note in insurance directions above regarding replacement cost	Total Amount Due: <input type="radio"/> Lease: \$ _____ <input type="radio"/> Insurance: \$ _____ <input type="radio"/> Fee Waiver: \$ _____ <input type="radio"/> Total: \$ _____
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Signed _____ Student ID# _____ Date _____
 (Parent/Guardian signature only)

To be completed when student receives laptop: I _____ (library staff signature) verify that the laptop and power supply cord with Cherry Creek barcode _____ is in good working condition.

 (Student signature here)