

Computer Laptop Request Form

- The Head Coach must request a computer at least 24 hours in advance to ensure availability.
- The request can be either through email alanhong@usc.edu or fax (213)740-4407.
- Once the request has been made, the Agreement form below must be filled out and signed by the coach and given to the student-athlete.
- The student-athlete will take the signed form to SAAS in order to receive the computer.
- Within 24 hours of returning to campus, the student-athlete must return the computer to SAAS.
- If the computer is not returned within one week of the scheduled return date, the student-athlete will be charged for the cost of a replacement computer & bag.
- If the computer is stolen during travel, the student-athlete must file a police report and inform SAAS immediately. In this case the replacement cost of the computer & bag will be charged to the sport.
- All repair costs for damaged computers will be charged to the sport.
- Under NO CIRCUMSTANCES should any computer programs be downloaded to or removed from the laptop.

Thank you!

USC Student-Athlete Academic Service (SAAS) Computer Agreement

Name of Student-Athlete _____ Date _____

The abovementioned student-athlete has requested the use of a laptop for travel with the _____ team from _____ to _____.

The Student-Athlete Academic Center releases this laptop computer to the Head Coach, _____. In signing this agreement, the Head Coach, student-athlete and sport assume all the responsibility for the safety of the laptop. If the laptop is lost, stolen, or damaged, the price of replacement shall be assumed by the sport. The laptop needs to be returned to SAAS within 24 hours from the date the team returns to campus.

Head Coach	SAAS Staff Member

Student-Athlete	Bag/Laptop Number	Date Returned