

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 94)

15 June 2022

any cadet who has ownership of a personal laptop or has not met the included financial qualification criteria.

The intent of this policy is to ensure that all cadets throughout their cadetship have access to the tools supportive of academic success and cadet life experiences which advance opportunities to *Compete to Win* at VMI.

II. Definitions:

Laptop computer: A Windows based portable computer meeting specifications necessary to run standard Windows based applications, Microsoft Office Products, and applications as determined by Institute academic departments. The hardware standard will meet the typical Windows based hardware specifications Information Technology Department.

Financial Qualifications: Eligible cadets meet the following criteria.

Completed the FAFSA Application and Statement of Educational Purpose
Be awarded a Federal Pell Grant (*the year of laptop program application*)
To not have an over-payment from any federal grant or be in default on any federal student loan

III. Procedure:

1. The VMI Financial Aid Office will compile a list of incoming cadets deemed financially qualified to receive a VMI owned laptop in accordance with the above definition and VMI

3. Depending upon online agreement form completion outcome, the VMI Information Technology Department will utilize existing inventory and/or order the appropriate number of new laptop computers, assigning each to committed incoming cadets upon matriculation (cadets will be notified by the VMI Information Technology Department to obtain their laptop at the appropriate time).
4. The VMI Information Technology Department will maintain an up-to-date inventory of laptop serial numbers and to whom each computer is assigned in accordance with Institute and Commonwealth of Virginia equipment accountability and physical inventory standards.
5. VMI issued laptops will be loaned to a qualifying cadet for the

Virginia Military Institute
Cadet Laptop Loan Agreement Form

I acknowledge and agree to the following statements

I confirm at the time of issuance I am eligible to receive a VMI owned laptop per the Financial Qualifications as defined Owned Laptops to
General Order.

I understand I am being provided a VMI owned laptop for the extent of my cadetship.

I have read and agree to [Acceptable Use of VMI Information Systems Policy](#)

I understand I am personally responsible for the laptop and its condition, and I will appropriately care and maintain it and, to the best of my ability, safeguarding it from damage and theft.

If I lose or damage the device beyond reasonable repair, I understand I am responsible for the cost of replacement and all stipulations of outstanding payment in accordance with Institute Cadet Accounting policy.

I understand I am to return the laptop and all accessories (power cords, cables, etc.) to the VMI Information Technology Barracks Help Desk upon my separation from the Institute (including departure under the ten-hour rule). If not returned, I will be held responsible for the cost of replacement and all stipulations of outstanding payment in accordance with Institute Cadet Accounting policy.

are electronically signing this form, treated by VMI as an original
handwritten signature and captured as part of the official history of the submission.

Information Technology Use Only

Qualification verified: (check box)

Date: (type in or select date if possible)

Model: (type in field)

Serial number or Service Tag: (type in field)