

## Process for Appealing Laptop Deductible Charge for First Time Lost or Stolen Laptop

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### I. Overview

This process addresses the need for some students to appeal the laptop computer deductible fee assessed to students when a laptop computer is lost or stolen either on or off campus.

### II. Eligibility and Filing Criteria

Students will be eligible to appeal the deductible fee provided they are currently enrolled and matriculating in a Wentworth major, have filed a report with Wentworth's Public Safety Department detailing the loss or theft of their laptop computer, and notify the Technology Services Tech Spot of the loss or theft. If the loss or theft occurred off campus, the student must file a police report with the police department having jurisdiction and present a copy of the report along with the Public Safety report when coming to the Technology Services Tech Spot.

### III. Appeal Process

All requests for appeal must be submitted via email to Tristan Cary, the Director of Technical Services at [caryt@wit.edu](mailto:caryt@wit.edu). The request must state the details of the loss or theft, along with the reason the student believes that he or she should not pay the deductible (for a list of deductibles, please see "**Academic Year 2018 -2019 Laptop Deductible Fee Schedule**" below). A copy of the Wentworth Public Safety report and local police report (if applicable) must be attached. The appeal request will be forwarded to the Laptop Appeals Committee, comprised of representative from Technology Services, Student Life and Student Financial Services. The Appeals Committee will meet, discuss the appeal request and issue a decision. The student will be notified of the decision. The committee's decision may be reviewed in unusual situations.

### IV. Fee Schedule for First Time Loss or Theft of Laptop Computer

#### Academic Year 2018 -2019 Laptop Deductible Fee Schedule

| Laptop Year/Model      | 1st Semester | 2nd Semester | 3rd Semester |
|------------------------|--------------|--------------|--------------|
| <b>Apple Laptops</b>   |              |              |              |
| 2015                   | \$650        | \$650        | \$650        |
| 2016                   | \$650        | \$650        | \$650        |
| 2017                   | \$750        | \$750        | \$750        |
| <b>Windows Laptops</b> |              |              |              |
| 2015                   | \$650        | \$650        | \$650        |
| 2016                   | \$650        | \$650        | \$650        |
| 2017                   | \$750        | \$750        | \$750        |
| 2018                   | \$750        | \$750        | \$750        |

**NOTE:** Laptops older than the models shown above will be charged a \$500 fee. **End of Process**