

# Policy for Returning Laptops to Wentworth by Mail or Private Courier Service

## I. Overview

This policy addresses the need for some students to return their laptop computer to Wentworth for various reasons, including but not limited to their laptop needing service or the student leaving the Wentworth community.

## II. Eligibility

Students will be eligible for consideration for having Wentworth accept their returned laptop provided that they contact the DTS Tech Spot via email at <mailto:techspot@wit.edu> or telephone at 617-989-4500 **before shipping the laptop back to Wentworth** and that the student is:

- Currently enrolled and matriculating in a Wentworth major, or is a
- Student who has left the Wentworth community for reasons including but not limited to financial, disciplinary, or academic reasons.

## III. Approval Process

All requests for returning a student's laptop by mail or private courier service must be approved by the DTS Tech Spot supervisor **in advance** of the student returning the laptop. The DTS Tech Spot supervisor will determine whether the student meets the approval process requirements, and will notify the student via email of the approval and how to return the laptop; the supervisor will notify the DTS Tech Spot that the request is approved.

## IV. Approval Process Requirements and Responsibilities

- Only one laptop computer will be allowed to be returned for each student at any given time.
- **Students are cautioned that it is their responsibility to pre-pay all shipping charges, and to fully insure and safely package the laptop securely in a laptop shipping package for shipping back to Wentworth.**
- Wentworth assumes no responsibility or liability for loss or damage to the laptop or its contents while being returned to Wentworth or while the laptop is being returned to the student.
- Wentworth may, at its discretion choose to save the package that the laptop was shipped in back to Wentworth.
- The student is responsible for handling any insurance claim; Wentworth does not assume responsibility or liability for any acts or omissions related to any insurance claim or any claim of responsibility.
- Students are cautioned that they are required to return their laptop to the DTS Tech Spot **before** they leave the Wentworth community to avoid, among other actions having to ship the laptop back to Wentworth.

**V. Responsibility** It is the responsibility of the student to take appropriate precautions to prevent damage to or loss/theft of laptop computers in their care and during transit back to Wentworth. The student may be responsible for certain costs to repair or replace the laptop computer if the damage or loss is due to accidental damage, negligence or intentional misconduct, or damage is sustained during shipping to Wentworth. Wentworth will charge the student, and the student is responsible for payment. Wentworth will not interact with insurance companies on behalf of students. Policies for appropriate use of Institute property as identified in the Student Handbook or elsewhere will be used to determine whether liability due to negligent behavior exists. **End of Policy**