
Student Name

Email

SUID Number

Telephone Number

STEP I: Read and Review

- ▶ **Loan eligibility and/or scholarship funds replaced by outside scholarships may be used to cover computer expenses that you incur on or after August 1 for the subsequent academic year.**
- ▶ **Purchases must be made no later than the last date of enrollment.**
- ▶ **Documentation of the costs and purchase items are required to complete this request.**

Eligible Purchases

- Laptop, laptop equivalent or desktop computer/monitor
- Keyboard/mouse with desktop purchase
- Printer and ink/toner
- Laptop bag/carrying case
- Protective shell (case)
- External hard drive
- Display cable and display adapter
- Surge protector
- Hardware warranty (up to four years)
- Other software required for coursework

Ineligible Purchases

- Games
- Gaming mouse/gaming keyboard/other gaming controllers
- Modems
- Routers
- MP3 Players
- PDAs (Personal Digital Assistants)
- Telephones
- Cameras and camera accessories
- Any other items not listed as eligible purchases

Microsoft Office will not be considered an eligible purchase as Stanford offers this software to students for free at <http://softwarelicensingstore.stanford.edu/>.

VPTL Learning Environments (Office of the Vice Provost for Teaching and Learning) provides computer recommendations <http://acomp.stanford.edu/approaching-stanford>.

STEP II: Acknowledgement

Amount Requested \$ _____ (Maximum \$2,500 or the total of your itemized costs, whichever is less.)

- I am requesting the best available loan for the full amount.
- My outside scholarships make me qualified for some scholarship and loan.
- My outside scholarships make me qualified for scholarship to cover the full cost.

Select one of the following:

- I purchased my computer and peripherals on or after August 1. My receipts are attached.
- An invoice showing the amount that I will need to pay for my computer and peripherals is attached. I have not yet purchased these items, but I will provide the actual receipt when available.

Please review the following statements. If you agree to the terms listed, sign and date below.

- The items shown on my receipts/invoice are included in the list of Eligible Purchases at the top of this form.
- I understand that I can apply for computer expenses to be covered by financial aid only once during my undergraduate enrollment, except in the case of documented theft or damage requiring repairs or replacement.
- I have carefully considered my ability to repay my student loans, including loan funds borrowed to cover computer expenses. I accept responsibility for timely repayment of all of my student loans.
- I understand that I may need to complete a new promissory note for my loan.
- I understand that I may need to wait up to four weeks to process this request.

Student Signature

Date

STEP III: Attach Documentation

Receipts, invoices, or purchase orders must include unit cost and description of item purchased or to be purchased. Submit documentation along with this completed form.