NOTEBOOK COMPUTER RETURN INFORMATION

As a result of your academic status and being unable to return to Northern Michigan University for the Fall 2015 semester the leased notebook computer issued to you must be returned no later than **Monday, August 24th, 2015**. The computer **MUST** be returned even if you have an appeal pending. A “TLC-Return Laptop” **HOLD may be placed on your student record** which will be removed when the computer is returned. **Collection actions and late fees will begin on Monday, August 24th, 2015 for failure to return the computer.** Late fees of $15 per day or $40 per week, whichever is less, will be charged after this date.

If you have any questions, please email thinkpad@nmu.edu or contact Asset Management at (906) 227-2822, 1256 or 2818.

Return locations and times are:

- Micro Repair LRC – Room 114
  Monday-Friday 8:00 am – 4:00 pm

- NMU Public Safety
  24 hours / day and 7 days / week

You may also ship the computer and associated components (battery, power adapter and cord) to us. Please contact Asset Management with your shipping tracking number for verification and to suspend collection/late fee activities. You will **not** be charged late fees while the computer is in transit if you have called in a tracking number.

Ship to: Micro Repair Services
Northern Michigan University
1401 Presque Isle Avenue
Marquette, MI 49855

Shipping: United Parcel Service – Insured
No C.O.D. packages accepted

Insurance: Package should be insured for $1,000.00

Conditions: If any components are missing or damaged, liability will be assessed in accordance with the NMU Computer Use Agreement.

**NOTE:** Computers must be returned by the **Monday, August 24th, 2015 deadline** regardless of pending appeals. The collections process will proceed until the computer’s return and late fees up to $1,000 may accrue in addition to civil and/or criminal prosecution.