

# NOTEBOOK COMPUTER RETURN INFORMATION

As a result of your academic status and inability to return to Northern Michigan University for the winter 2021 semester, the notebook computer issued to you must be returned no later than **Friday, December 11<sup>th</sup>, 2020.**

The computer must be returned even if you have an appeal pending. A “TLC-Return Laptop” registration/transcript HOLD may be placed on your student record. This hold will be removed when the computer is returned. Collection actions and late fees will begin after the December 11<sup>th</sup> due date 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](mailto:thinkpad@nmu.edu) or contact Asset Management at (906) 227-2822 or (906) 227-2818.

## Return locations and times are:

- **Technology Support Services – Room 116 Harden Hall**  
**Monday – Friday 8:00 am – 5:00 pm**
- **NMU Police Department – 100 Services Building**  
**24 hours / day and 7 days / week**

You may also mail the computer and power adapter to us. Please contact Asset Management with a tracking number for your package. This number will be used 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 contacted us with a valid tracking number.

Ship to:                   Asset Management, 116 Harden Hall  
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 Friday, December 11<sup>th</sup>, 2020 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 possible civil and/or criminal prosecution.**