

# NOTEBOOK COMPUTER RETURN INFORMATION

As a result of your academic status and inability to return to Northern Michigan University for the Fall 2022 semester, the notebook computer issued to you must be returned no later than **Friday, August 12<sup>th</sup>, 2022**.

The computer must be returned even if you have an appeal pending. A “TLC-Return Laptop” HOLD will 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 August 12<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 – 4:00 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, August 12<sup>th</sup>, 2022 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.**