

LAPTOP RETURN INFORMATION

As a result of your academic status and inability to return to Northern Michigan University for the Winter 2023 semester, the laptop issued to you must be returned no later than **Friday, December 23rd, 2022**.

The laptop 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 laptop is returned. Collection actions and late fees will begin after the December 23rd due date for failure to return the laptop. 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 or (906) 227-2818.

Return locations and times are:

- **Technology Support Services (TSS) – Room 116 Harden Hall**
Monday – Friday 8:00 am – 5:00 pm*
*Please note that TSS will be closed for the holiday break December 23rd, 2022 – January 2nd, 2023. The NMU Police Department will remain open during this time.
- **NMU Police Department – 100 Services Building**
24 hours/day and 7 days/week

You may also mail the laptop and power adapter to us. Please email Asset Management at thinkpad@nmu.edu 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 laptop 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: Laptops must be returned by Friday, December 23rd, 2022 regardless of pending appeals. The collections process will proceed until the computer’s return and late fees up to \$1,000 may accrue.