Laptop Policy for Information Science Ph.D. Students
Effective April 15, 2021

The Department of Information Science offers each newly admitted Ph.D. student reimbursement for the purchase of a laptop that is intended for Ph.D. research needs. This is a one-time equipment reimbursement. Once you have read through this document, please sign this form and submit this with your purchase receipts to Olivia Howarth, oah23@cornell.edu. You will be notified if there are any questions and when your reimbursement is completed. Prior to submitting this form and your receipts, you must be:

• Enrolled for direct deposit
   • https://www.dfa.cornell.edu/bursar/students-parents/deposit-refunds
• Registered with the University
• Enrolled in classes for the semester

Hardware

Be sure you are purchasing a computer that is suitable for your intended Ph.D. work while enrolled in the Information Science doctoral program. If you are unsure of what your laptop needs will be, consult with your advisor PRIOR to purchasing the laptop.

Software

The department will not pay for or reimburse for any software, but institutional licenses are often available. Check with ITSG (IT Support Group) to determine whether the software you need is available. Otherwise, contact your advisor.

Upgrades, Repairs, and Replacement

After your initial purchase, the Department of Information Science and/or your advisor is not responsible for upgrades, repairs, or replacement for any reason, including damage, loss, or theft.

I have reviewed and understand this policy:

Print Full Name: _____

Signature: _____   NetID: _____

Updated March 22, 2023