

Laptop Policy for Information Science PhD Students Effective April 15, 2021

As a newly admitted PhD student in the department of Information Science, we offer a reimbursement for the purchase of a laptop that is intended for your PhD 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 Terry Horgan, tmh233@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-refund>
- Registered with the University
- Enrolled in classes for the semester

Hardware

Be sure you are purchasing a computer that is suitable for your intended PhD work while enrolled at Cornell pursuing your Information Science degree program. If you are not sure of what will possibly be required of your laptop, 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, replacement

After the 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:

Full Printed name: _____

Signature: _____ NetID: _____