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Student Reservation Form

You may also register online for both your Placement Assessments and Orientation & Registration at www.falloandr.ltu.edu.

Name ________________________________  Birth Date ____________  ○ Female  ○ Male

Lawrence Tech Student Number (see mailing label) ________________________________

Address _________________________________________________________________

City ____________________________  State ____________  Zip ____________

Phone ____________________________  Email _______________________________________

Major ____________________________  ○ Freshman  ○ Transfer

Placement Assessments

You must take your Placement Assessments before attending Orientation & Registration. Your assessment scores are required for the registration process.

Choose one date:  ○ Saturday, July 9, 8 a.m.
          ○ Tuesday, July 19, 8 a.m.
          ○ Wednesday, August 10, 8 a.m.

Orientation & Registration

Space is limited. Register early to reserve the O & R day best for you.

Choose one date:  ○ Thursday, July 21, 3–6 p.m.
          ○ Wednesday, August 17, 9 a.m.–12 p.m.
          ○ Thursday, August 18, 3–6 p.m.

Do you plan to pick up your laptop at Orientation & Registration?  ○ Yes  ○ No

Assistance is available for students with disabilities. Please indicate if you need assistance:

________________________________________________________________________

________________________________________________________________________

Please return this reservation form to: Lawrence Technological University
Office of Admissions—O & R
21000 West Ten Mile Road
Southfield, MI 48075-1058
Congratulations on your admission to Lawrence Technological University! Our faculty, staff, and students are eagerly anticipating your arrival on campus. I imagine that your schedule for the upcoming months is already full of activities in preparation for the next, exciting phase of your educational experience. This booklet contains important information about Orientation & Registration (we call it “O & R” here at Lawrence Tech). Participating in O & R will ease your transition to LTU and ensure that you start your college career on the right foot. Please read this information carefully and reserve your place now. To take advantage of O & R and prepare yourself for the first day of classes, you must complete the following steps.

The **FIRST STEP** in the O & R process is to take your Placement Assessments, which are required for all new students. Please see the Placement Assessment checklist that was mailed to you to learn which assessments are required for your major. The results of your assessments will be given to your advisor so that during O & R you can both decide which courses are appropriate for you and your level of scholastic preparation.

The **SECOND STEP** is to attend O & R. This program is your opportunity to meet with your academic advisor, who will assist you in selecting courses and registering for your first semester. O & R also gives you the opportunity to meet current students and find out what it’s really like being a Lawrence Tech Blue Devil. You can also meet other new students in your major.

The **THIRD STEP** is to pick up your LTuZone™ laptop or tablet computer, which is included in your tuition and customized with all the software you’ll need for your field of study. This booklet outlines what you should do before arriving for O & R.

The **FOURTH STEP** is to apply for Lawrence Tech housing. Living on campus gives you quick access to your classes and to sports events and activities. It’s also a lot easier to make friends and get involved when you live in housing. You can find more information and the housing application at www.ltu.edu/housing.

The **FIFTH STEP** is to attend Discovery Days. This program, mandatory for incoming freshmen and freshman transfers who have fewer than 30 credits, is an exciting introduction to the University. You’ll meet other incoming students and be introduced to the resources available to you at Lawrence Tech.

If you have any questions, please don’t hesitate to contact us at admissions@ltu.edu or 800.225.5588.

We look forward to seeing you soon!

Sincerely,

Jane Rohrback  
Director of Admissions
Taking the Placement Assessments required for your major is the first step in the Orientation & Registration (O & R) program. Assessments are offered on:

- Saturday, July 9, 8 a.m.
- Tuesday, July 19, 8 a.m.
- Wednesday, August 10, 8 a.m.

Choose a date and reserve your place by completing the form at the front of this booklet, registering at www.falloandr.ltu.edu, or calling LTU’s Office of Admissions at 800.225.5588.

You will receive an email confirmation a few days prior to your placement date that outlines your assessment schedule, location, and times. The day’s schedule is for students who need to take all assessments.

*Arrival/Check-In 8–8:30 a.m.
Mathematics 8:30–10 a.m.
Computer Literacy 10:10–10:40 a.m.
Physics 10:45–11:15 a.m.
Chemistry 11:20–11:50 a.m.
Lunch (provided) 11:50 a.m.–12:15 p.m.
Biology 12:15–12:45 p.m.
English 12:50–1:50 p.m.

*Test instructions begin promptly at 8:30 a.m. Please arrive by 8 a.m. to allow time for check-in.

The only things you need to do to prepare for your Placement Assessments are to get a good night’s sleep, eat a well-balanced breakfast, and bring the following items:

1. A watch
2. A calculator (permitted for biology and chemistry)
3. Several sharpened no. 2 pencils

Transfer Students: If you need to take only a portion of the assessments, arrive at least 15 minutes before the beginning of the first test required. Please check your transfer evaluation for the list of assessments you need to take.

Special Circumstances: If you have a documented condition, including a learning disability, which impairs your ability to take timed tests, or another disability that affects your test-taking ability, the University can make reasonable accommodations for you. If you require such arrangements, please call 248.204.3187 in advance, so that you can be provided the best test-taking environment possible.

WHAT TO EXPECT

It’s really not necessary to study or review for your Placement Assessments. They are simply a way of determining which courses are best suited to your level of academic preparation.

Please note testing times are estimates and include time for instruction and material distribution.
O & R is designed to give you the opportunity to meet with Lawrence Tech advisors, staff, and students, register for your first semester classes, pick up your laptop, and get comfortable with your new learning environment. Choose the O & R date that is best for you. To register, fill out and mail the form at the front of this booklet or submit your information online at www.falloandr.ltu.edu.

Thursday, July 21, 3–6 p.m.
Wednesday, August 17, 9 a.m.–12 p.m.
Thursday, August 18, 3–6 p.m.

Remember: If you are required to take Placement Assessments, you must do so before you attend O & R.

O & R is a structured program and begins promptly. Check-in begins a half-hour earlier. If you cannot arrive by the start time, please call us at 248.204.3187. O & R begins in the atrium of the Buell Management Building.

DO TRANSFER STUDENTS REALLY NEED TO ATTEND?
We strongly recommend it. O & R gives new students the best selection of courses and times and easy access to advisors. Regardless of where you are transferring from, attending Lawrence Tech will be a new experience. O & R will properly introduce you to the University and give you the information you need to continue your academic success.

DO I ATTEND IF I AM ACCEPTED “CONDITIONALLY”?
Yes, definitely, and register for your first semester courses. However, if you were admitted conditionally because of missing transcripts, it is urgent that you request official transcripts from all the schools you previously attended. If you are a transfer student, your high school transcripts are also needed. You will not be able to register for subsequent semesters until your transcripts are submitted. The official completion of your transfer evaluation will also determine the level of your financial aid eligibility.

WHAT SHOULD I BRING WITH ME?
To expedite the check-in process, bring:
1. Your license plate number, so you can receive your free parking pass.
2. The completed W-9S form, Request for Student’s or Borrower’s Taxpayer Identification Number and Certification, at the back of this booklet. The IRS now requires universities to file this form for each enrolled student.

STEP 2 ORIENTATION & REGISTRATION
One of the great benefits of being a Lawrence Tech undergraduate student is that you are supplied a powerful LTuZone™ laptop or tablet computer customized with all the software you’ll need for your particular program of study. Your laptop also gives you the ability to take full advantage of the University’s wireless campus.

You can pick up your laptop during O & R after you have registered for your classes and you have completed these two steps:
1. Pay your refundable $500 laptop deposit using one of the following methods:
   - BEFORE O & R: Call Pat Day at 248.204.2175 to pay by credit card. The University accepts American Express, Discover, MasterCard, and Visa.
   - DURING O & R: Pay in person by cash, credit card, or check (payable to Lawrence Technological University).

   It is strongly recommended that you pay your laptop deposit before O & R to ensure a faster and smoother laptop distribution process.

2. Complete the Laptop Agreement.
   If you are UNDER 18 on the day you will pick up your laptop, complete the Laptop Agreement for Students Under 18 at the end of this booklet, sign it, and have your parent or guardian sign it. Bring the completed and signed agreement (both pages!) to O & R. The
University cannot release a laptop to you without a parent's or guardian's signature.

If you are OVER 18 on the day you will pick up your laptop, you will be required to complete an online Laptop Agreement at O & R.

WHAT IF I CAN'T PICK UP MY LAPTOP DURING O & R?
It is not mandatory for you to pick up your laptop during O & R, although getting your laptop early will give you time to get comfortable with it before classes begin. If you do not pick up your laptop during O & R, you can do so on one of the open laptop distribution days before classes begin. You can find the dates and times at www.ehelp.ltu.edu.

WHAT IF I NEED TO USE FINANCIAL AID TO PAY THE LAPTOP DEPOSIT?
You must visit the Office of Financial Aid for approval and pick up your laptop on one of the open laptop distribution days before classes begin. You can find the dates and times at www.ehelp.ltu.edu.

STEP 4 HOUSING

Living on campus gives you quick access to your classes and to sports events and activities. It's also a lot easier to make friends and get involved when you live in housing. Apply for Lawrence Tech housing as soon as you can. University housing fills quickly. You can find more information and the housing application at www.ltu.edu/housing.

STEP 5 DISCOVERY DAYS

All incoming freshmen and freshman transfers who have fewer than 30 credits ARE REQUIRED to attend Discovery Days, a two-day introduction to LTU. Designed to help familiarize you with the Lawrence Tech campus before classes begin, Discovery Days include team-building exercises and sessions on what it is like to be a college student. You'll learn how to take advantage of the campus communication systems to find the syllabi and assignments for your courses and check your grades, and you'll explore student activities and campus services. You'll also visit with student organizations, including fraternities and sororities.

If you have questions about Discovery Days, contact the Office of Student Engagement at discovery@ltu.edu, 248.204.3142, or visit www.ltu.edu/myLTU/discovery_days.asp.
FINANCIAL AID

Every year, students can apply for financial aid after January 1. The first step is to fill out the free FAFSA form, which is found at www.fafsa.gov. Students who apply by March 1 receive the maximum consideration for all funding available. Students beginning in Fall 2016 must complete the FAFSA for the 2016–17 aid year. Be sure to list LTU as your school of choice on the FAFSA.

Tuition Management Services
An interest-free monthly payment option available to all Lawrence Tech students, Tuition Management Services allows you to pay your education expenses as you go for one low enrollment fee. It is not a loan, but a more manageable way to pay your education expenses. You may learn more about this service at www.afford.com or 800.356.8329.

Financial Aid and Scholarship Websites
The Internet is a valuable resource in researching financial aid options and scholarship opportunities. Be careful, though. If any site you visit requires payment of any type, stop immediately and notify Lawrence Tech’s Office of Financial Aid.

Some helpful websites are:
www.ltu.edu/financial_aid
www.collegescholarships.com
www.michigan.gov/mistudentaid
www.finaid.org
www.fastweb.com

TUITION

Tuition is paid in two installments. Half (50 percent) of all your tuition and fees is due at the time of the first payment date. The balance is due in full at the time of the second payment date. For the Fall 2016 semester, the first payment is due August 15, 2016, and the second payment is due September 15, 2016.

Classes Begin Monday, August 22, 2016.
Listed below are several hotels that are close to campus and offer special rates to Lawrence Tech visitors. When making your room reservations, ask for the Lawrence Tech rate. University staff will provide you with a Lawrence Tech business card, which you can present at check-out time to ensure that you get the discount rate.

For dining, there are several options on campus in addition to many restaurants in the area surrounding the University.

**HOTELS**

**Holiday Inn Express**
25100 Northwestern Hwy.
Southfield, MI 48075
248.350.2400
From campus: 0.75 miles

**Hawthorn Suites**
26700 Central Park Blvd.
Southfield, MI 48076
248.352.8900
From campus: 1.96 miles

**The Westin**
1500 Town Center
Southfield, MI 48075
248.827.4000
From campus: 1 mile

**RESTAURANTS**

**On Campus**

**Real Food on Campus (RFoC)**
Buell Management Building, second floor (off the atrium)
All-you-care-to-eat cafeteria featuring food and beverage stations that provide a large variety of made-to-order and healthy menu options

**Einstein Bros. Bagels**
Buell Management Building, atrium
Made-to-order bagels, sandwiches, organic choices, low-fat and vegetarian soups, and a full espresso bar serving fair trade and organic coffees

**P.O.D. Express**
University Technology and Learning Center (UTLC), lobby
A convenient grab-and-go market offering coffee, sandwiches, and bakery items

**Arby's**
29515 Southfield
(North of 12 Mile)

**Bangkok Express**
29706 Southfield
(North of 12 Mile)

**Bellacino's**
29101 Northwestern Hwy.
(North of 12 Mile)

**Benito's Pizza**
25217 Evergreen
(North of 10 Mile)

**Burger King**
23660 Telegraph
(North of 10 Mile)

**Café Kabob**
Mediterranean Grill
25148 Evergreen
(North of 10 Mile)

**China Gourmet**
25237 Evergreen
(North of 10 Mile)

**Chipotle Mexican Grill**
26147 Evergreen
(North of 10 Mile)

**Five Guys**
24548 West 12 Mile
(at Telegraph)

**Hellenic Restaurant**
27150 Evergreen
(North of 11 Mile)

**Jimmy John's Gourmet Sandwiches**
25150 Evergreen
(North of 10 Mile)

**Little Caesar's**
24492 West 10 Mile
(East of Telegraph)

**McDonald's**
24480 Telegraph
(South of 10 Mile)

**Panera Bread**
28681 Telegraph
(South of 12 Mile)

**Potbelly Sandwich Shop**
26221 Evergreen
(South of I-696)
and
24556 West 12 Mile

**Qdoba Mexican Grill**
25243 Evergreen
(North of 10 Mile)

**Subway**
26760 Lahser
(South of 11 Mile)

**Taco Bell**
24024 West Nine Mile
(at Telegraph)

**Thai Xpress**
25170 Evergreen
(North of 10 Mile)

**Tim Hortons/Cold Stone Creamery**
25203 Evergreen
(North of 10 Mile)

**Wendy's**
24999 Northwestern Hwy.
(South of 10 Mile)

**Wing Hong**
18203 West 10 Mile
(West of Southfield)

**Wingstop**
25110 Evergreen
(North of 10 Mile)

**Zoup!**
29177 Northwestern Hwy.
(North of 12 Mile)

**RESTAURANTS**

**Off Campus**

**Casual Dining**

**Kerby's Coney Island**
25050 Northwestern
(at 10 Mile)

**Martin's Coney Island**
22060 West 10 Mile
(West of Lahser)

**Original Pancake House**
19355 West 10 Mile
(East of Evergreen)

**Ram's Horn**
26200 West 12 Mile
(West of Telegraph)

**Shield's Bar and Pizzeria**
25101 Telegraph
(North of 10 Mile)

**T.G.I. Friday's**
26299 Evergreen
(North of 10 Mile)

**Fine Dining and Bistro**

**Bacco Ristorante**
29410 Northwestern Hwy.
(North of 12 Mile)

**Fishbones**
29410 Northwestern Hwy.
(North of 12 Mile)

**Meriwether's**
25485 Telegraph
(North of 10 Mile)

**RESTAURANTS**

**Off Campus**

**Fine Dining and Bistro**

**Bacco Ristorante**
29410 Northwestern Hwy.
(North of 12 Mile)

**Fishbones**
29410 Northwestern Hwy.
(North of 12 Mile)

**Meriwether's**
25485 Telegraph
(North of 10 Mile)
Agreement entered into on (date) ____________________________, between Lawrence Technological University (the University), a private educational institution with its principal location in Southfield, Michigan, and (Student’s name) ____________________________, a student at the University, (ID) ____________________________.

Now, therefore, in consideration of the mutual covenants contained in this Agreement, it is agreed between the parties:

**LTuZone™ Laptop Computer and Software**

The University agrees to deliver computer hardware and software (referred to as LTU Laptop) to Student. Student agrees that the LTU Laptop, including the installed software, is the property of the University. Special licensing agreements and other subsidies paid for by the University to various vendors have significantly reduced the overall cost of the LTU Laptop. As required by these arrangements, Student agrees to the following terms and conditions upon receipt of the LTU Laptop.

**Terms of Agreement**

The term of this Agreement is effective from the above date NOT TO EXCEED the last day of final exams for the summer semester. This Agreement must be renewed by Student for each academic year. The LTU Laptop, however, may be retained by Student for the summer if Student is enrolled in summer courses and/or if Student is registered for classes the following fall semester. An exception to this arrangement occurs during the years in which the University updates and refreshes LTU Laptop hardware. (Information on LTU Laptop refreshes is found at www.ehelp.ltu.edu.)

On or before the last day of the term that ends Student’s enrollment at the University, Student will return the LTU Laptop to the Lawrence Technological University Help Desk. The LTU Laptop will be returned in the same condition it was in on the Agreement date of issue, ordinary wear and tear excepted. After expiration of the term and so long as this Agreement shall remain in force and effect, Student agrees to remain responsible for all terms and conditions of this Agreement. The Agreement is also terminated upon Student’s graduation or withdrawal from the University.

During the term of this Agreement, Student is strictly prohibited from subleasing, renting, selling, donating, giving away, or otherwise lending the LTU Laptop to any other individual. Student understands the LTU Laptop is property of the University, and that Student shall only have the right to use the LTU Laptop during and in connection with his/her enrollment at the University.

Student further agrees to return immediately the LTU Laptop to the Lawrence Tech Help Desk upon the termination of this Agreement. Upon premature departure from the University, whether by withdrawal, dismissal, involuntary withdrawal, or other occurrence, Student must stop using the LTU Laptop and return it within five business days to the Lawrence Tech Help Desk. A student who is not registered for classes, but has taken an incomplete (I) in a course(s), is not considered enrolled or registered, and therefore must return the LTU Laptop according to the terms of this Agreement. Permission to keep an LTU Laptop beyond the specified return date can only be made to the individual to whom the LTU Laptop is assigned and may be granted solely by the director of Help Desk Services or designee. LTU Laptop return date extensions cannot be made by any other University office, including instructors, department chairs, and deans, etc.

**Deposit**

Student agrees to pay a deposit of $500 prior to taking possession of the LTU Laptop. The deposit will be released to Student’s account and applied to any outstanding balances upon the termination of this Agreement. Any credit thereafter will be refunded to Student if the LTU Laptop is returned by the due date, or upon termination of this Agreement, and in good working condition. The LTU Laptop return dates are posted on www.ltu.edu and through normal University communications.
Care and Use
Student agrees to maintain the LTU Laptop in good operating condition, repair, and appearance, and protect the same from deterioration, other than ordinary wear and tear. Student is responsible for intentional damage or loss of the LTU Laptop, based on a set fee schedule. Student agrees to use the LTU Laptop in educational coursework, within its normal capacity, without abuse, and in a manner contemplated by the University.

Student agrees to abide by the terms of all licensing agreements and copyright laws. Student agrees not to make copies of copyrighted software, unless the Edward Donley Computing Center has a site license specifically allowing the copying of that software. In addition, Student agrees not to copy site-licensed software for distribution to any person or for use on any other computer.

Student agrees to comply with any applicable laws and University computer and network policies related to computer resources in effect during the Agreement. These include the proper use of the LTU Laptop, network access, and any software loaded on the LTU Laptop. This policy should be read in conjunction with other University policies; it supplements, and does not supersede, these policies.

Costs
Student is responsible for the following costs:
- $500 deposit required;
- $500 charge per occurrence for the replacement of the LTU Laptop in case of theft, upon proper filing of a police report (claims must be filed within three business days of occurrence for claim to be eligible). Student must provide copies of the police report to Lawrence Tech Campus Safety and the Lawrence Tech Help Desk;
- $3,000 charge per occurrence for the replacement of the LTU Laptop in case of theft, when no police report is filed;
- $3,000 charge per occurrence for failure to return the LTU Laptop;
- $3,000 charge per occurrence in the case of malicious damage to the LTU Laptop;
- Student is responsible for intentional damage to the LTU Laptop (includes abuse, damage by negligence, repeat accidental damage) or loss of its peripherals and/or components, based on a set fee schedule;
- $20 per business day late fee when the LTU Laptop is not returned during the published LTU Laptop return period;
- Accidental damage to the non-Mac LTU Laptop is covered under the terms of this Agreement. Exclusions apply to Apple-branded laptops provided by the University. See Apple Addendum below for further details.

Student authorizes the University to charge Student's account $3,000 for the non-return of the LTU Laptop, along with late fees. Student accepts responsibility for payment in full of these fees.

Alterations and/or Additions
Student agrees not to make any alterations and/or additions to the LTU Laptop other than normal operating accessories or controls that are acceptable to the University. Student may obtain alterations and/or additions to the LTU Laptop at his/her option with concurrence of the University. Such alterations and/or additions shall remain the property of Student. Student is responsible for returning the LTU Laptop to its original condition prior to the end of this contract.

Maintenance
Student agrees to keep the LTU Laptop in good operating condition and will make the LTU Laptop available to the University to make necessary adjustments and/or repairs. Student agrees not to permit persons other than authorized representatives of the University to effect adjustments and/or repairs. The University shall in no way be responsible to Student for loss of the use of the LTU Laptop occasioned by theft or adjustments and/or repairs made by persons other than its own representatives or personnel approved by the University. Limited maintenance service, including computer software, operating systems, and services, shall be provided by technical support at the Lawrence Tech Help Desk. Approved representatives of the University shall perform all remedial maintenance after the LTU Laptop is determined inoperative.

Insurance
This Agreement includes insurance coverage for theft or damage with a $500 deductible. Student acknowledges that, in the event of theft, he/she is responsible for paying the amount of any deductible due. The deductible rises to $3,000 if the LTU Laptop is lost or stolen and no police report is filed within three business days of occurrence.
Warranty
The University warrants that the LTU Laptop when delivered will be in good working order and that it will make all necessary adjustments, repairs, and replacements without additional charge to ensure this condition. Except as set forth in this Agreement, it is expressly agreed that there is no warranty of merchantability, expressed, implied, or statutory, nor any affirmation of fact, or provision, by the University with reference to the LTU Laptop or service which extends beyond the warranty set forth by the manufacturer.

Assignment
Student agrees not to assign this Agreement or sublet the LTU Laptop. Student understands that it is in his/her best interest not to allow any other person to have access to his/her LTU Laptop.

Governing Law
Any applicable laws will govern this Agreement.

Other
Student agrees that failure to abide by these policies can result in at least the suspension of his/her computer privileges, with possible referral to the dean of students and the University’s Student Discipline Committee for further action. Further, Student agrees that he/she may be subject to criminal prosecution for violations of these requirements under applicable federal and/or state laws.

Student acknowledges that in the event that Student requires the use of a temporary or permanent replacement for an LTU Laptop, the terms and conditions of this Agreement shall extend to cover any replacement LTU Laptop. The University reserves the right to recall the LTU Laptop for purposes of LTU Laptop upgrades with no penalty to Student. Student will be issued a replacement LTU Laptop and the terms and conditions of this Agreement shall extend to cover any replacement LTU Laptop.

Student understands that failure to return the LTU Laptop within the stated return period (not to be confused with the Agreement expiration date) or immediately upon termination of the Agreement (as set forth in the Terms of Agreement) may result in a penalty and/or other assessed costs charged to Student. The penalty for failing to turn in the LTU Laptop within the designated return period is a $20 late fee per business day (up to the $500 security deposit) plus the cost of a new computer system ($3,000). The University, if necessary, reserves the right to seek criminal prosecution and civil charges along with recovery of attorney’s fees and court costs.

By signing this Agreement, I certify and agree that:
1. I have read, understand, and accept the terms and conditions of this Agreement;
2. All information I have provided is true and accurate; and
3. I acknowledge responsibility for the LTU Laptop at all times during the term of this Agreement and, therefore, understand that it is in my best interest to adhere to all applicable laws and University rules and regulations governing the use of the LTU Laptop.

If either party has any doubt or confusion as to the intent or purpose of any terms and provisions of this Agreement, then such party shall notify the University’s vice president for finance and administration for further clarification and discussion as to the intent of such terms and provisions. All notices, requests, demands, and communications hereunder will be sent by first-class certified or registered mail, return receipt requested, or by a recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused, or returned undelivered.

Graduate and doctoral students who choose to participate in the LTU Laptop program will be assessed a usage fee of $95 per credit hour.

Availability is not guaranteed to graduate and doctoral students.
**Apple (Mac) Computer Addendum**

For those students issued a Mac LTU Laptop, special considerations apply. Accidental damage protection for Mac users is not expressly guaranteed. Accidental damage only covers operational or mechanical failure from handling and does not include protection against ordinary wear and tear; viruses; reckless, abusive, or intentional conduct associated with handling and use of the product; cosmetic damage and/or other damage that does not affect the functionality of the unit; and is limited to a specific dollar amount per unit based on the University’s agreement with its service contract provider. LTU Laptop screen claims are limited to a specific dollar amount per unit per the service contract coverage agreement between the University and its service contract provider. For repairs, accidental damage coverage is not guaranteed. Therefore, Student may be liable for any or all repair costs associated with the unit. Student may be required to pay an additional $500 laptop security deposit to obtain a newly issued unit if the originally issued unit is lost, stolen, or damaged beyond repair as determined by the University’s service contract provider.

________________________________________________________________________

(Signature of Parent or Guardian)                                           Date

________________________________________________________________________

(Print Parent or Guardian Name)

________________________________________________________________________

(Signature of Student)                                                     Date

________________________________________________________________________

(Print Student Name)

________________________________________________________________________

(Student ID)
Request for Student’s or Borrower’s Taxpayer Identification Number and Certification

**Part I  Student or Borrower Identification (All must complete.)**

Name of student or borrower (see instructions)

Address (number, street, and apt. or suite no.)

Cty, state, and ZIP code

**Part II  Student Loan Certification (Complete for student loans only.)**

I certify that all of the loan proceeds are solely to pay for qualified higher education expenses.

Sign Here

Signature of borrower  Date

**Part III  Requester Information (Optional)**

Requester’s name and address

Tuition account number

Loan account number

---

**General Instructions**

**Purpose of form.** An eligible educational institution, such as a college or university, or a lender of a student loan must get your correct identifying number to file certain information returns with the IRS and to furnish a statement to you. For students, this will be your social security number (SSN) or, if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN). The returns they must file contain information about qualified tuition and related expenses (Form 1098-T, Tuition Statement) and student loan interest (Form 1098-E, Student Loan Interest Statement). The information about your tuition will help to determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax. The information about your student loan interest will help to determine your deduction for such interest. For more information, see Pub. 970, Tax Benefits for Education.

Use Form W-9S to give your correct SSN or ITIN to the person requesting it and, if applicable, to certify that the proceeds of a loan are being used, or will be used, solely to pay for qualified higher education expenses (defined on page 2). You are required to provide the requested information.

**Note.** The educational institution or lender may request your SSN or ITIN and certification on paper or electronically.

**Specific Instructions**

**Part I. Student or Borrower Identification**

You must complete this part.

Name and address. Enter the name and mailing address of the student if the request for the student’s SSN or ITIN is being made because of tuition payments. Enter the name and mailing address of the borrower if the request for the borrower’s SSN or ITIN is being made because of a student loan.

**Note.** If you pay tuition to and have a student loan from the same educational institution and the student is not the loan borrower (for example, the borrower is the student’s parent), complete two Forms W-9S, one for the student and one for the loan borrower.

**Taxpayer’s identifying number.** Enter your SSN or ITIN. If you do not have an SSN or ITIN and you have applied for one or you intend to apply for one soon, write “Applied For” in the space provided.

**How to get an SSN or ITIN.** To apply for an SSN, use Form SS-5, Application for a Social Security Card, that you can get from your local Social Security Administration office or get this form online at www.ssa.gov/onlines. You may also get this form by calling 1-800-772-1213.

To apply for an ITIN because you are not eligible to get an SSN, use Form W-7, Application for IRS Individual Taxpayer Identification Number, that you can get from the IRS website at www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

**Part II. Student Loan Certification**

If your loan is a student loan incurred solely to pay for qualified higher education expenses, sign the certification in Part II. If you do not sign the certification, the lender may not issue or file Form 1098-E for student loan interest on your behalf. Do not sign the certification for a mixed use loan because such a loan is not used solely for qualified higher education expenses. However, you may sign the certification for a revolving line of credit or similar loan if you use the line of credit solely to pay for qualified higher education expenses.
Qualified higher education expenses. These expenses are the costs of attending an eligible educational institution, including graduate school, on at least a half-time basis. Generally, these costs include tuition and certain related expenses. See Pub. 970 for more information.

Part III. Requester Information
This part is not required to be completed. It is provided for the convenience of the requester to help identify the account to which this Form W-9S relates. The requester may enter its name and address and a tuition or loan account number.

Note. For information about electronic submission of Forms W-9S, see the Instructions for Forms 1096-E and 1099-T.

Penalties
Failure to furnish correct SSN or ITIN. If you fail to furnish your correct SSN or ITIN to the requester, you are subject to a penalty of $50 unless your failure is due to reasonable cause and not to willful neglect.

Misuse of SSN or ITIN. If the requester discloses or uses your SSN or ITIN in violation of federal law, the requester may be subject to civil and criminal penalties.

Secure Your Tax Records From Identity Theft
Identity theft occurs when someone uses your personal information such as your name, taxpayer identification number (TIN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your TIN to receive a refund.

To reduce your risk:
- Protect your TIN,
- Ensure the requester is protecting your TIN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.govidtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice
Section 6109 of the Internal Revenue Code requires you to give your correct SSN or ITIN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to federal and state agencies to enforce federal non-tax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.
DIRECTIONS TO LAWRENCE TECH

From the Southwest and Detroit Metro Airport:
Follow I-94 East to the northbound Southfield Freeway (M-39). Exit onto northbound M-10 (Northwestern Highway/Lodge Freeway). Proceed north and exit at Ten Mile Road/Evergreen Road. Take the Northwestern Highway Service Drive to Ten Mile Road. Turn left onto Ten Mile Road. The campus entrance is on the right.

From the West and Ann Arbor (via I-94 and M-14):

From the Northwest and Lansing (via I-96 and I-696):
Follow I-96 East to I-696. Proceed east on I-696 to southbound M-10 (Northwestern Highway/Lodge Freeway). Exit at Ten Mile Road/Evergreen Road. Turn right onto Ten Mile Road. The campus entrance is on the right.

From the North (via I-75):
Follow I-75 South to I-696 West. Proceed west on I-696. Exit at Evergreen Road. Turn left onto Evergreen Road and proceed south one mile to Ten Mile Road. Turn right onto Ten Mile Road. The campus entrance is on the right.

From the East (via I-696):
Follow I-696 West. Exit at Evergreen Road. Turn left onto Evergreen Road and proceed south one mile to Ten Mile Road. Turn right onto Ten Mile Road. The campus entrance is on the right.