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# IMPORTANT REMINDER:

The software being installed by ATAC staff on your computer must also be UNINSTALLED by ATAC staff when you no longer want to use the software. Every software installation represents one license and each license is counted as part of the ATAC pool of available licenses according to the ATAC license agreement. Every deleted license is a lost license. You will be fined for licenses that are lost and cannot be returned to the ATAC license pool.

*THIS MEANS: If your computer crashes and needs to have hard drive reformatted ATAC staff must check your computer (desktop or laptop) to see if we can possibly recover the software license. This matter needs to be addressed as soon as it occurs. If you have your hard drive reformatted and the software license is lost, you will be fined.*

At the time of checkout, you will be informed of the due date for returning both hardware and software borrowed from the ATAC. You will be fined for both late returns and non-returns. A hold will be put on your bursar account for fines incurred that are not paid by the time registration takes place.

\*Renewals of certain software packages can be done over the phone (856-4112).

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Staff: \_\_\_\_\_ Date: \_\_\_\_\_



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Due Date: \_\_\_\_\_

*Student Copy*