



THE JOHN MARSHALL LAW SCHOOL

Laptop Requirement Policy for the 2018–2019 Academic Year

Note: The policy applies only to students who enter JMLS in or after Fall 2018.

1. Purpose and Overview:

- a. For incoming students—new and transfer, in any degree program—who start at The John Marshall Law School in or after Fall 2018, the law school has added a laptop requirement. By adding this requirement, financial-aid-eligible students may request a **one-time** budget increase, up to \$2,500, to cover the purchase of a laptop computer and related accessories, such as software, printer, and warranty.
- b. To qualify under this policy, the laptop must meet certain specifications.
- c. Students who already own a laptop need not purchase a new one.
- d. Please see the FAQs accompanying this policy for additional information.

2. Laptop Purchase Procedures: Students who wish to use federal loans to cover the purchase of a laptop and accessories must comply with the following procedures:

- a. **Timing:** A student may not purchase an eligible laptop or accessories before **August 1, 2018**. The one-time purchase may be made up until the student's last day of class in the academic program.
- b. **Laptop minimum specifications:** Before purchasing a laptop, a student must ensure that the laptop meets minimum performance and eligibility requirements; those requirements are posted online in the JMLS Information Technology Services Computer Buying Guide at <https://www.jmls.edu/its/computer-buying-guide.php>.
- c. **Contacting Financial Aid:** Students who plan to use financial aid to purchase a laptop are encouraged to contact the law school's Financial Aid Office before the specific purchase to ensure that it will qualify for a budget increase.

- d. **Budget Increase Form and Proof of Purchase:** After purchasing an eligible laptop and accessories students should submit a Budget Increase Form, which, if and when approved, will allow the student to be reimbursed for the purchase. A receipt showing proof of purchase must be submitted with the form. The form is available on the JMLS Policies webpage, on the Financial Aid Office webpage, and in the Financial Aid Office.
 - i. **Fall 2018 submission deadline:** For additional funds to be disbursed during the Fall 2018 semester, a student must submit a Budget Increase Form and proof of purchase by November 30, 2018.
 - ii. **Spring 2019 submission deadline:** For additional funds to be disbursed during the Spring 2019 semester, students must submit a Budget Increase Form and proof of purchase by May 6, 2019.
 - iii. **One-time only:** Federal law allows the law school to approve a budget increase for purchasing of an eligible laptop and accessories only once during a student's law school career.
- 3. **Fund Distribution Timeline:** After the Financial Aid Office approves the budget increase, funds issued as a result of the granted budget increase will be disbursed directly to a student's account at JMLS. However, any outstanding balances or debt owed to the law school when the funds are disbursed will be subtracted from the disbursed loan; the law school will then refund the remainder to the student. Funds will be disbursed after August 31 for the Fall 2018 semester and after January 31 for the Spring 2019 semester. Students who are unable to purchase an eligible laptop computer or software before any disbursement of funds is issued as a result of a granted budget increase for this purpose should contact the Financial Aid Office to review potential alternatives.

Administrative policy adopted April 30, 2018; effective immediately. See also FAQs Regarding JMLS's Laptop Requirement Policy.