



# Equipment and Materials Information Form

**Please read the following information regarding required equipment and materials for your program. Then, sign and submit this form.**

## Equipment

The Lakeshore College Equipment Rental program for Court Reporting and Broadcast Captioning students helps ensure quality instruction and technical support through the use of uniform equipment and software. All students are recommended to rent their stenograph machine and laptop computer through Lakeshore's Equipment Rental program.

## Benefits:

The benefits of renting the stenograph machine and laptop computer include:

- Students do not incur the full cost of purchasing a laptop computer and stenograph machine at the start of their program.
- Students may elect to terminate the rental agreement at any time without penalty by returning all equipment (laptop, stenograph machine, chords, cases, etc.).
- Loaner equipment is provided while a student's laptop computer and/or stenography machine is in for repairs.

## Technology Services:

- All laptop computers are pre-loaded with Antivirus software and Microsoft Office.
- Technical support is provided for hardware and software problems for the length of the rental agreement.

## Payment Options and Rental Agreement:

- A formal rental agreement will be signed by students prior to the start of the fall semester.
- Rental fees are approximately \$126 per month.
- Rental fees will be billed to the student's account each semester.
- Rental fees are Financial Aid eligible.
- Payment Plan options are available to students.

## Materials:

Oline technology, Realtime Coach is used by all students beginning the spring semester of their first year. Students who participate in the equipment rental program will have the fees bundled into their rental charges. Students not participating in the rental program will incur Realtime Coach fees.

CATalyst Student Software is used by all students. Students will be responsible for purchasing a subscription prior to beginning classes. Options include a one-time subscription payment (\$399) or monthly (\$16); costs are approximate. More information will be shared during your 1st Time Program Registration appointment.

**As a student of Lakeshore College's Broadcast Captioning or Court Reporting program, I have read and understand the equipment and materials information as outlined above.**

**My signature below confirms that I understand and agree to the above. I also understand thy typing my name in the box provided below is the equivalent of placing my signature on a document.**

\*

*Student Signature (Full Name is Required)*

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*Date*