

Device Repair & Payment Policies



Each student is responsible for ensuring the safe keeping of their school-issued electronic devices. Devices should be kept in protective covers/sleeves. In order to take devices home, proof of insurance is required. By purchasing insurance, parents/guardians can be reimbursed for repair costs in the event of a breakage. The Worth Ave. Group offers plans at a special UT Tyler rate, see attached rate sheet for more information.

If your student's device is broken and needs repair, it should be taken to the Front Office **immediately**. Students should not continue to use devices with broken screens because they can injure themselves.

The Tech Team will diagnose the repair and issue an invoice for the charges.

All charges are payable at the time the repair has been completed and is ready to be returned to the student. The student will be without their device until payment is received in full. The Parent/Guardian can then file a claim with their insurance to have the expense reimbursed to them. **Parents/Guardians are responsible for all transactions with their insurance company, including the filing of all reimbursement claims.** No insurance payments will be accepted by the University Academy.

Payment Plans are available for those who qualify.

The terms of the payment plan are as follows:

- Parent/Guardian must sign payment plan before device is returned to the student.
- Charges will be split into 3 monthly payments.
- If a second breakage occurs during the course of repayment, the balance becomes due and new repair charges will be payable before the device will be returned.

The University Academy takes misuse and mistreatment of school property seriously. If your student is found to be misusing technology or has had multiple breakages, their device privileges will be suspended, meaning they will not have a device to take home. The parent/guardian will then be responsible to ensure the student has a means to complete homework assignments. Having their device suspended does not alleviate the student of their homework responsibilities.

Please know that a student's records can/will be held in the event the student withdraws from the University Academy and has not returned their device and/or paid for outstanding repair charges.