

# CTEP—Computer Request Application for Individuals

The DePauw University Community Technology Enhancement Program (CTEP) is a DePauw University-affiliated program that aims to address the inequities of a growing digital divide in the greater Putnam County region. **CTEP invites individuals and families who cannot afford a computer to apply to receive one through our program.** As a Microsoft Registered Refurbisher, CTEP machines normally include a licensed version of Microsoft Windows 7 Professional. In order to pay for these licenses and other hardware upgrades, CTEP charges a \$20 fee to individuals for machines. These machines include a monitor, keyboard, mouse, and all necessary cables and carry a 9-month limited service warranty, where CTEP will repair or replace faulty parts, subject to the availability of CTEP staff. If adequate parts are not available, CTEP will replace the machine, but not necessarily upgrade it due to availability of equipment.

CTEP reserves the right to reject applications on the basis of eligibility and current supply. Please be advised that by policy, we only approve **one computer per household, and no individual or family may receive more than one computer every three years.** If your application is approved, CTEP will contact you by phone or e-mail to arrange a time for pick-up at our office. Please be aware that CTEP is a student-run program and is therefore subject to irregular office hours and is closed during school holidays. **We are running during the summer of 2014.** You are welcome to call, but leave a voicemail with complete information so that we may get back to you.

## I. Contact Information:

Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Preferred Method of Communication (circle one): a) E-mail      b) Phone      c) Cell Phone

## II. Eligibility Information:

Please answer the following questions to assist us in processing your request.

1) Is there a computer in your household? \_\_\_\_\_

2) # People in Household: \_\_\_\_\_      3) # of Dependents: \_\_\_\_\_      4) Are you a single parent?

5) Are you a dependent of someone else? \_\_\_\_\_

6) How many people in your household of **legal age** are in each employment category?

Full-time: \_\_\_\_\_      Part-time: \_\_\_\_\_      Unemployed: \_\_\_\_\_      Retired: \_\_\_\_\_

7) Please circle the number representing your annual household income (the combined income of all persons listed above).

a) \$0 - \$14,999      b) \$ 15,000 – 24,999      c) \$25,000 – 35,000      d) \$35,000 +

8) Do you or any of your dependents receive **disability assistance** or any **other federal and/or state aid** (Medicaid, food stamps, WIC, etc.)? If yes, please list below what types you receive and **attach documentation (photocopies of Social Security letter, EBT cards, etc.) for these awards.**

9) Are you or any of your dependents enrolled in a training program or post-secondary educational program? If yes, **please provide a brief explanation and include a copy of current course schedule or other proof of enrollment.**

10) Please explain in a short paragraph why you desire a computer and how you intend to use it, should you be approved. Be as specific as possible.

11) We have a limited supply of laptops. If you prefer a laptop to a desktop, please state why you need a laptop.

I attest that the above information and any documentation provided are true and accurate. I understand that the information, if misrepresented or incomplete, may be grounds for the application's rejection. If your application is approved there is a \$20 fee charged for each computer donated to help recover costs of licenses and parts.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please photocopy your validating documents and mail this application to:**

DePauw University Community Technology Enhancement Program

131 Julian

602 S. College Ave.

Greencastle, IN 46135

**Or scan application and send it to our email: [CTEP@depauw.edu](mailto:CTEP@depauw.edu)**