

Grads and Withdrawing Students: Account, Software & Device Return Information (2029Dates)

Device Return & Account Information for Graduates and Non-Returning Students

Students who are not returning for the upcoming academic year are to return the Microsoft Surface Pro 9 (SP9) between June 10-13, at the Technology Service Desk, located in the Student Commons, directly above the Schlesinger Dining Hall, between the hours of 9:00am – 4:00pm.

Please be advised that there is no purchase option for the Microsoft Surface Pro 9 (SP9).

Student who are not available to return their device during this time, are asked to email eduggan@appleby.on.ca for alternate arrangements.

Device/Equipment for return and replacement cost

The following items must be returned else the noted cost will be applied to the student account.

Academic Technology Kit	Amount
Microsoft Surface Pro 9 Tablet	\$ 3,000.00
Power Charger	\$ 110.00
Type Cover & Slim Pen 2	\$ 300.00
Access Fob	\$ 20.00

We ask that students save *all files* prior to returning their computers, as we will be unable to retrieve documents once the device is returned. Students are to remove all *stickers and/or personal markings* that may have been placed on the device, to avoid un-necessary charges.

Please note that the amount of the equipment (\$3410), will be held on the student account until the laptop is confirmed as successfully returned.

Access Fobs

Graduates will no longer have access to their houses as of the final move out date.

Access fobs may be turned into boarding house staff if campus access is no longer required, or when the device is returned to the Technology Team. Access to main campus resources will remain in-effect until 4.00pm on Closing Day.

Returning students are asked to retain their fobs for the upcoming year.

Student account information and expiry dates

Appleby College Microsoft Office 365 Licensed Software – Expires July 31, 2025

This includes student OneDrive, School OneNote Notebooks and general Microsoft Product Suite.

You will have access to your Appleby College OneDrive folder and Office Software via [Office Portal](#) until 12:00 p.m. on July 31, 2025, however, students are encouraged to transfer their

documents to an *alternate* account before the expiry date. Examples of alternate accounts include post-secondary education account personal OneDrive, Google Drive, external HDD or external USB or SD card.

After July 31, 2025, your OneDrive folder, data, and software will no longer be accessible. Please visit the Microsoft Online Store ([Microsoft - Official Home Page](#)) for personal software purchases.

Appleby College Email – Expires June 30, 2026

Graduates will have access to their Appleby College email account until 12:00 p.m. on June 30, 2026. After this time your email will no longer be accessible.

TIP! Once you have confirmed a new email address (through a university, or a personal non-Appleby account), set an [Automatic Reply](#) on your Appleby Account with a graduation message and your new email address (be sure to add your account end date, June 30, 2026!).

Withdrawing students will lose access to their Appleby College email account on the final day of school in their academic year.

Appleby College BBK12 Account – Expires July 31, 2025

Please contact Guidance for any information/grades/transcripts past July 30, 2025.

Appleby College Canvas Licensed Software – Expires June 30, 2025

Student access to course information through Canvas will be accessible until 12:00pm on June 30, 2025.

Appleby College Zoom – Expires June 21, 2025

You will have access to your Appleby College Zoom account until 12:00 p.m. on June 21, 2025. After this time, you will no longer have access to your Appleby Zoom Account.

Appleby College Adobe Creative Cloud– Expires June 20, 2025

Any licenses that have been applied to a graduate or leaving student, for the Adobe Creative Cloud, will be removed as of June 20, 2025.

IMPORTANT! Software that students have created an account with, using SSO (SINGLE-SIGN-ON) with an *Appleby Email Address* (i.e., Canva), will cease to work once the Appleby Account is closed (June 30, 2025). Students are therefore encouraged to update their account and access through a *non-Appleby email*.

Once the dates above have passed, Appleby College is no longer responsible for the student account and any information and/or files.

If you have any questions or concerns, please contact Elaine Duggan, Director, IT Services, at eduggan@appleby.on.ca, or 905-845-4681, ext. 107.