

College Laptop Loan scheme

In response to the current circumstances presented by the Covid 19 outbreak the College has purchased a limited number of new laptop computers for student loan.

Unfortunately, in order to meet demand it may be necessary for judgements to be made, and priority given, to those most in need, based on household or personal circumstance. The disclosure of personal information may therefore be required in support of the application. No information will be retained within this application without consent.

Please note that the loan is subject to a £50 deposit which is payable through 'Parentpay'. Exemptions apply to those students who are in receipt of financial assistance from the College. Enquiries regarding other exemptions should be made to jenny.jones@wsfc.ac.uk in the first instance.

All laptops loaned by the College must be returned before the end of the academic year on Friday 16th July.

Deposits will be refunded after the return of the laptop which must be made by the end of the academic year.

All laptops are quality inspected by the College's IT staff before and after the loan. Damaged equipment judged to be beyond normal short-term wear and tear, such as very minor scuffs or abrasions will result in full liability for the replacement cost of the laptop by the person who has requested the loan and signed this application. It is important therefore that care is taken over its use, and it is strongly advised that appropriate insurance cover is in place whilst the equipment is on loan.

The laptops may only be used for College purposes and not loaned to anyone else in compliance with our software license agreement (available on request?). The equipment remains the property of WSFC and is not for sale.

In order to apply complete the form below and email to: Jenny.jones@wsfc.ac.uk

Application details

Student Name..... Student ID.....

Student Address (please confirm if these differ from the usual place of address)

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Postcode..... Student’s Tutor:.....

Reason loan of the Laptop is required e.g. financial, lack of access to computer etc.

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I agree to the above terms and conditions and wish to apply for the laptop loan.

Signed.....Date.....

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FOR OFFICE USE

£50 Deposit Paid via Parentpay on

Serial Number of laptop issued.....

Date of issue.....

Distributed by.....