

## College portable computer (Laptop) Loan scheme

In response to the current circumstances presented by the Covid 19 outbreak the College has purchased a limited number of new portable 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 contact either the relevant Head of Year or tutor if you wish to discuss this further. All enquiries about laptop loans should be made to [jenny.jones@wsfc.ac.uk](mailto:jenny.jones@wsfc.ac.uk) in the first instance.

All equipment loaned by the College must be returned before the end of the spring term on 1<sup>st</sup> April, and will be quality inspected 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 the application form. Please note, damage that could not be determined as accidental may lead to disciplinary action taken against the student who has loaned the equipment (please request Student Code of Conduct for details). It is important, therefore, that care is taken over its use, and it is also strongly advised that appropriate insurance cover is in place whilst the equipment is on loan.

All computer equipment may only be used for College purposes and must not be 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](mailto: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 computer equipment 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

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Serial Number of equipment

issued.....

Date of issue..... Distributed

by.....