

Laptop Loan Application

Student Name		Student ID	
Student Address (please confirm if these differ from the usual place of address)			
Postcode		Student's Tutor	
Reason for loan of computer equipment (Financial, lack of access to computer etc.)			
Please read the following terms: The loan of a college laptop is subject to the following conditions: - I will endeavour to take good care of the laptop and accessories - I will only use the device for college related work and will not lend it to anyone else - I understand that software is installed on the laptop to monitor my use and safeguard me - I will pay for a repair or replacement if the laptop is damaged through accidental or malicious use - I will abide by the college Acceptable Use Policy and Online Safety Policy - I will get my head of year to authorise the loan of the laptop - I will return the laptop to IT Support at the end of my studies at WSFC I agree to the above terms and conditions and wish to apply for the laptop loan			
Signed:		Date	
Head of Year Signature:		Date	