

PURPOSE

To enable student eligible for support from the Learner Support Fund to loan equipment from the college to support their studies at no cost to themselves.

SCOPE

Students who are 19 years of age or above who are eligible for support from the Learner Support Fund. Details of eligibility can be found by referring to the Learner Support Fund application form or by speaking with the staff in Learner Finance.

Only students who are eligible for Learner Support Fund assistance can borrow the equipment.

PROCEDURE

1. Students need to speak with Learner Finance staff to discuss their eligibility to the Learner Support fund for 19+ students. This will often involve proving income or benefit support that you are receiving. Please refer to the Policy and Guidelines for Financial support document for 19+ Learner Support Fund.
2. You will need to complete two application forms. The first is "Learner Support Fund Application form 19+ student only". Photocopies of household income evidence will need to be provided. The second is "Application Form for Loaning Equipment" both of which are available from Learner Services. It is on these forms where you have to state what equipment you would like to borrow to support your studies and why. Both forms need to be completed thoroughly and supported by your course tutor.
3. Once the forms are submitted to Learner Finance, you can expect to wait no longer than 6 weeks for a response. Often this happens quicker but can take this long at peak times such as September and October.
4. Once your applications have been approved, you will be contacted by Learner Finance. This communication will give you guidance on the next steps. If the equipment is in stock, we will be able to loan it to you immediately. If the equipment is not in stock, you will be put on a waiting list and notified when it is available.

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5. When you come to collect your equipment from the iPoint, all the equipment and its accessories will be demonstrated to you. You can ask any questions about the equipment at this stage.
6. The equipment will be issued to you on the Library Management System, Heritage. This way, we can track who has what equipment and when is due back centrally. As we will be recording it on the Library Management System, fines will accrue if equipment is not returned on time.
7. Learner Finance or iPoint staff will complete a form with you; “iPoint and Learner Support Fund, Equipment Loan Disclaimer Form”. It will be specific to the equipment you are loaning from us. It states the replacement costs of the equipment which you are liable for if it is not returned to us or damaged. Full terms and conditions of the loan are stated clearly on this form. Only if you agree to the terms and conditions by way of signing the form can you borrow the equipment.
8. At the time of borrowing the equipment, you will be made aware of when you need to return it to Broadway iPoint. If you contact them nearer the return date, you may be able to renew the equipment to keep it for longer. If we are unable to re-new the loan period, the equipment must be returned within the original agreed date.
9. If you are requested to return the equipment to Broadway iPoint, this must be done promptly. Routine maintenance or withdrawal of the scheme may require this to take place.
10. Failure to return the equipment on time will result in contact being made with you. This will be by means of text message, phone call and letters.
11. If you do not respond to these communications, the college will take legal action to ensure costs of replacing the equipment are covered.

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