

# Borrowing Learner Support Fund Equipment

## **PURPOSE**

To enable Learner Support Fund (LSF) eligible students to borrow laptops from the college.

## **SCOPE**

LSF eligible students.

## **PROCEDURE**

Students need to confirm their eligibility with Learner Finance staff. Refer to POL-033 Financial Support and Guidelines for 2018-19 for the criteria.

Students must complete the relevant forms and provide evidence of income as requested. Forms must be supported by the course tutor.

Students need to submit the forms to Learner Finance who will respond within 6 weeks.

If the application is approved, Learner Finance will contact the student to arrange collection of the laptop.

On collection, students will be asked to complete a disclaimer and be informed of the return date. Students may be able to renew the loan on this date but will accrue fines if the laptop is not returned or renewed.

Failure to do so will result in the student being contacted by Learner Finance. If there is no response, the college will take legal action to recoup the cost of replacing the laptop and/or accessories.