

Student Request for Laptop Loan

The College is able to provide a small number of laptops for students who do not have access to this equipment and who need this support to complete important work that is essential for course completion. We are prioritising 'vulnerable students' (those with EHCPs or who are in receipt of financial support) and those who have a compelling educational case for a laptop being awarded. A student will not be awarded a laptop if there are alternative ways of working or completing work, e.g. through hand written work set out in hard copy course booklets etc. It is also the expectation that any teacher/tutor requesting a laptop for a student will have discussed this with the HOD and explored its necessity.

Students awarded a laptop will be loaned the device and are expected to formally agree to terms and conditions and return the laptop at the end of the course.

Name of student:				ID No.:		
Course:						
Campus:	Langley	<input type="checkbox"/>	Strode's	<input type="checkbox"/>	Windsor	<input type="checkbox"/>
Person requesting laptop:				Date of request:		
Is the student 'vulnerable'?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Is the student receiving a 16-18 bursary?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Is the student receiving a 19+ (adult) bursary?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Is the student receiving an Advanced Learner bursary?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
What percentage bursary does the student receive e.g. 100%, 75% or 50%?						
Does the student have SEND or an EHCP?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Is specialist software required on the laptop?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
List of specialist software required (if applicable):						
Is internet access requested?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Evidence in support of request (to be completed by teacher/tutor):						
Discussed with Head of Department who supports this request?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Supporting comments (to be completed by Head of Department):						

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Name of Head of Department:	
Note: If the request is not supported, the student or member of staff requesting the device will be informed.	

<i>FOR OFFICE USE ONLY:</i>								
Request agreed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Person agreeing request:				Date:				
Logged on tracker:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Logged by?		Date:	
Arrangements for delivery:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Arranged by?		Date:	
Student informed of outcome:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Informed by?		Date:	

Please return this form to Bernadette.Joslin@windsor-forest.ac.uk.