

Equipment scheme agreement from Learner Support Funds

Student Details

Date Issued	/ /
Equipment Requested	Laptop (Department details)
Student ID Number	
Student Name	
Contact Details	Address: Tel: Mobile:
Date of Birth	/ /
Are you planning to continue studying from Sept 2021?	Yes/No (if yes specify what course you may wish to progress)

Confirmation of eligibility

LSF allocation 2020/21	The above-named student has been assessed as eligible for the Bursary funds as laid out by the ESFA/AEB rules and regulations
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Equipment Asset Details – Issuing staff to complete

Equipment Description	LAPTOP/iPad Other, please state: LAPTOP	
Equipment Condition	New	Condition comments: All equipment will be expected to be returned at the end of the course. <i>Students are liable for the cost of replacement due to neglect, loss or theft.</i>
Serial Number	BAR CODE RECORDED	
LTE Group Equipment	No (Learner Support Funds)	
Order Placed by	Name: LTE INFORMATION SERVICES	
Date Ordered	September 2020	

Grey sections – office use only.

Equipment Issuing Form

To support you to engage with your Study Programme remotely, we have agreed to **loan** you a TMC/UCEN Manchester Laptop/I Pad. The Laptop/I Pad loan is to support directly with activity associated with your Study Programme. Continuation of this loan arrangement is dependent upon your continued attendance on your Study Programme and full engagement in activities as directed by Curriculum and/or support services. And you have read and understood the Student IT policy which can be found on the student hub.

Please sign this document as an agreement to adhere to all points below.

Bursary equipment Loan Agreement

- a) When allocated equipment as part of the remote working scheme you are fully responsible for the equipment and for ensuring it is kept secure at all times. *You are liable for the cost of replacement due to neglect, loss or theft.*
- b) The equipment is only used by you.
- c) The equipment must only be used for legitimate purposes, agreed with your department, and that any illegal use or failure to comply with acceptable use guidelines could result in litigation or referral to law enforcement agencies. For the purposes of the *remote working scheme* this means using the equipment only for activities in direct relation to Study Programme tasks, as directed by curriculum and/or support services staff.
- d) The equipment is not to be used to store, process or transmit any Personal Data or Sensitive Personal Data about yourself or any other person.
- e) Personally, owned files such as personal music, photos, video or other media files must not be stored on the equipment.
- f) The equipment must not be used to store, process, send, transmit any offensive, illegitimate, obscene, pornographic etc. material.
- g) You must ensure that all of your files and documents are erased from the equipment its return. You must be aware that any/all residual data on the equipment will be erased upon its return and will not be retrievable.
- h) Failure to return equipment will result in you being liable for the full cost of a replacement

I have received the items listed and agree to the outlined terms and conditions above.

Student signature

Date

Tutor/Staff

Name: Stephen Brobbin

Date January 2021

Signature



Academic year 2020/2021