

ELATT Equipment Loan Scheme

Application Form / Receipt

Priorities for the Home Equipment Scheme

- Students with additional support needs who need access to the equipment offsite but do not have the appropriate equipment
- Students undertaking work experience projects needing access to the equipment offsite

Name		
Course of study		
Course dates	Start	End
Course code		
Course tutor		
Mobile / Landline	/	
Email		
Type of equipment required:		
Do you have any particular other requirements for your equipment (e.g. software if laptop, or particular accessibility requirements, wireless internet?)		
Tutor authorisation		
Tutor signature	_____	
Date	_____	

Terms and Conditions

ELATT provides this equipment in good faith for the purpose of supporting you on your programme of study and through this helping you achieve.

Your equipment arrives checked and in a safe, working condition. ELATT is not responsible for any faults that may develop during the period of use.

Ongoing use of this equipment is contingent on you meeting the requirements of the ELATT Code of Conduct and Course Attendance Policy. These policies are explained in detail in the ELATT Student Handbook.

You must return this equipment in good condition at the end of your course. We reserve the right to withhold examination certificates from you until you return the equipment.

Laptops / IT equipment

It is your responsibility to ensure and exercise safe computing, including updating of anti-virus definitions.

ELATT bears no responsibility for how you use the equipment.

ELATT is not responsible for data lost or financial lost while using this device.

You will strictly only use legal software and content on the equipment. Where you need specialist software that is not included, your tutor may be able to advise you on freeware alternatives.

Declaration

I agree to abide by the terms and conditions as set out above. I understand that ongoing use of this equipment is contingent on meeting the requirements of the ELATT Code of Conduct and Course Attendance Policy as detailed in the Student Handbook.

I confirm that the details I have provided are correct to the best of my knowledge and I will inform ELATT if my circumstances change.

Signature

Collection Date

Technical Support Team validation

Dispensing Technician

Signature _____

Date _____

Equipment Serial Number:

Make/Model:

Return date:

Staff Signature: _____

Condition on return: