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|  | **Student Request for IT Equipment Loan** |

The College has received additional funds for Digital Inclusion and as a result can open up the Digital Inclusion Support to a wider student audience.  We have laptops and Chromebooks set up and ready to distribute to any student enrolled in the current academic year and who doesn’t have access to educationally appropriate IT equipment.

**WHAT NEXT?** please fill in this form and return it to digitalloans@nptcgroup.ac.uk

**PLEASE NOTE** - You will be allocated a device based on the programme you are following – generally Engineering, Computing and Information Technology, some Creative and Visual Performing Arts Courses and some A Level subjects get a laptop. Everyone else will be allocated a Chromebook.

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| Student Name: |  | ID No.: |  |
| Course: |  |
| College Site: | Neath |[ ]  Afan |[ ]  Newtown |[ ]
|  | Brecon Beacons |[ ]  Pontardawe |[ ]  Llansamlet |[ ]
|  | LLandarcy |[ ]   |
| Name of Tutor who can authorise this loan for you : |  |
| Date of Request: |  |

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| 1. **Summary of Student’s Current Access to IT Equipment**
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| Does you have access to: |  |
|  | Smart phone | Yes |[ ]  No |[ ]
|  | IPad / Tablet | Yes |[ ]  No |[ ]
|  | ChromeBook | Yes |[ ]  No |[ ]
|  | Windows 10 Laptop | Yes |[ ]  No |[ ]
|  | Internet access | Yes |[ ]  No |[ ]
| Please provide additional details as appropriate  |
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| 1. **Student’s Personal Circumstances**
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| Do you circumstances mean that you are in one of the College vulnerable groups – LAC, Care Leaver , Young Carer /Carer, Armed Forces Veteran, child of serving family, student with significant wellbeing concerns, student with additional leaning needs and has a learning and skills plan | Yes |[ ]  No |[ ]
| Are you receiving EMA? | Yes |[ ]  No |[ ]
| Are you receiving a WGLG? | Yes |[ ]  No |[ ]
| Are you receiving an FCF? | Yes |[ ]  No |[ ]
| Do you have an Additional Learning Need | Yes |[ ]  No |[ ]
| Do you have access to the internet at home? | Yes |[ ]  No |[ ]
| Evidence in support of your request  |
|  |
| **FOR OFFICE USE ONLY - TO BE FILLED IN BY AUTHORISING STAFF:** |

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| **Details of Required IT Equipment Loan for Student (**to be completed by Student Support Team and or Tutor) |
| Please select device most appropriate to the learning programme  | ChromeBook | Yes |[ ]  No |[ ]
|  | Windows 10 Laptop | Yes |[ ]  No |[ ]

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| --- | --- | --- | --- |
| Only select if the student has **NO home internet access** | Internet access | Yes |[ ]  No |[ ]

|  |  |  |
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| Request agreed? | Yes |[ ]  No |[ ]
| Person agreeing request:  |  | Date: |  |
| Logged on Heritage System | Yes |[ ]  No |[ ]  Logged by? |  | Date: |  |
| Arrangements for delivery: | Yes |[ ]  No |[ ]  Arranged by? |  | Date: |  |
| Student informed of outcome: | Yes |[ ]  No |[ ]  Informed by? |  | Date: |  |