

Digital Equipment Loans are provided to support learners when a lack of digital equipment or connectivity could prevent them participating in learning. Before making an award, financial hardship will need to be identified

Please be aware the number of devices available for loan is limited

Please send the completed form to:

Michelle Hone – Rochester Adult Education Centre, Eastgate, Rochester Kent ME1 1EW or Medway Learning and Skills Hub, Britton Farm Street, Gillingham, ME7 1GX

Title (Mr/Mrs/etc):	First name:	Surname
Address		Postcode:
		Tel no:
		Date of birth:
		Email:
		Learner No:
Full course code:		Course Title:
Has the learner applied for a digital equipment loan in the current academic year?		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
Full course code: _____ Equipment Loaned _____		

What will you need the digital equipment for?	
To complete coursework at home	<input type="checkbox"/> Yes
The course includes virtual sessions and e-learning at home and I don't have internet access	<input type="checkbox"/> Yes
The course includes virtual sessions and e-learning at home and I don't have a device to access this	<input type="checkbox"/> Yes

Loan Awarded		
<input type="checkbox"/> Laptop	<input type="checkbox"/> SIM Card	<input type="checkbox"/> Tablet

Please remember to include all the information requested. Incomplete forms will NOT be accepted.

Digital Equipment Loan Terms & Conditions

All learners:

- Will be required to attend at least **80% of all sessions**. Any absence may affect your loan.
- Should notify the Learner Support Coordinator of any change to their social or financial circumstances during the course.

Self-Declaration

I declare that the information recorded on this document is correct

Name: _____	Signature: _____	Date: _____
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Authorisation of Funding

Equipment Loan Approval: _____	Signature: _____	Date: _____
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