



# POINT BLANK

## MUSIC SCHOOL

### POLICY 068

### LAPTOP LOAN SCHEME POLICY

#### DOCUMENT CONTROL BOX

<b>People in scope:</b>					
<b>All students</b>	<b>HE Students</b>	<b>Professional Students</b>	<b>All staff and students</b>	<b>Staff only</b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Sites in scope:</b>			<b>Publication:</b>		
<b>All</b>	<b>London</b>	<b>Online</b>	<b>Internal</b>	<b>Public</b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Version:</b>	1.0	<b>Date Approved / Committee:</b>	14 <sup>th</sup> May / Quality Standards Committee	<b>Date of next review:</b>	August 2025

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### Document Revision History

#### Version Log

Committee / Approval Date	Author	Version	Publication Date	Page Reference & Summary

#### Related Documentation

Document Reference No. (Policy version / Supporting doc. #)	Document Type	Link or Dept. Owner	Document Title

## 1. PURPOSE

- 1.1 This policy outlines the approach to managing the application, assessment and issuing of loan equipment under Point Blank's Laptop Loan Scheme.
- 1.2 The purpose of this policy is to make clear the eligibility criteria and provide transparency on how eligibility is assessed.
- 1.3 This policy also outlines the terms under which students apply and accept the loan of a Point Blank laptop.

## 2. POLICY DETAILS

### Eligibility

- 2.1 The scheme is open to Home (UK) students studying full-time on a Higher Education programme at Point Blank London.
- 2.2 To be eligible to apply for support via the Point Blank laptop loan scheme, a student should normally be:
  - Fully registered and enrolled Higher Education course at Point Blank London;
  - Studying full-time, on campus;
  - Not be in arrears with their tuition fee payments, without an up-to-date, agreed payment plan;
  - If undergraduate and assessed as home for the purpose of fees, have taken out the full means-tested student loan and grant entitlement (based on household income) and have been assessed as:
    - Having a household income of below £40,000; and/ or
    - A care leaver; and/ or
    - Estranged from their parents;
  - Must have adhered to the Student Charter throughout their time at Point Blank.
- 2.3 Students on distance education programmes via Point Blank online, international students and students on professional courses are not eligible for the laptop loan scheme.
- 2.4 Applicants and individuals not yet enrolled onto a full-time, Point Blank programme at the London campus are not eligible for the financial assistance fund.
- 2.5 Care Leavers and Estranged students who have not been confirmed as such by Student Finance England (or equivalent) may still be eligible for the scheme providing sufficient evidence can be produced.
- 2.6 If the student is unable to provide the relevant evidence of low household income, they will be asked to complete an application to the Point Blank Financial Assistance Fund and demonstrate their extenuating circumstances and evidence of financial hardship. The Financial Assistance Fund Panel will consider the evidence and decide if the student is eligible for the Scheme.
- 2.7 Students who are eligible for the Disabled Students' Allowance (DSA) should be referred to the Disability Support Coordinator to discuss whether equipment can be funded through this allowance.
- 2.8 There is a limited budget for the supply of laptops, so eligibility does not guarantee that students will receive a laptop although every effort will be made to support students in some capacity.

**Scheme Details**

- 2.9 Eligible students will be provided with a laptop from Point Blank's loan laptop inventory.
- 2.10 The specification of the laptop will be a Point Blank standard specification which is determined to be appropriate for the needs of all Point Blank programmes. However, there may be specific software/ hardware that is not possible to be provided via the laptop loan scheme but will be available via on campus Point Blank computers.
- 2.11 The laptop is loaned on an initial 12 week (one term) basis, with the view that this may be extended upon request and a reassessment of need at the point of renewal.
- 2.12 Students who withdraw, complete, temporarily interrupt, or are, for whatever reason, de-registered from their programme of study during the loan period will be required to return the laptop immediately.
- 2.13 The loaned equipment will remain the property of Point Blank.

**Application Process**

- 2.14 Students must apply for the Laptop Loan scheme by completing the form. This is available upon request from the Student Experience Team.
- 2.15 Eligibility will be assessed by the Financial Assistance Fund Panel, or designated nominee. The panel may seek additional information and supporting documentation from the student if required.
- 2.16 Eligible applicants will be contacted by the Senior Student Support Officer, or designated nominee, who will allocate the equipment.
- 2.17 Students will be required to complete a loan agreement at the point of issuing for the equipment which will include details of the warranty, insurance requirements and returns process.
- 2.18 On receipt of the signed agreement, the Senior Student Support Officer, or designated nominee, will arrange for the student to collect the equipment.

**Operational Terms and Conditions**

- 2.19 Loans will be made to successful eligible students on eligible courses, subject to the availability of limited awards.
- 2.20 Loans are subject to applicants fully enrolling on their course.
- 2.21 Students who defer their place after eligibility is confirmed will not be issued with a laptop and will be required to reapply once they have returned to study and are fully enrolled.
- 2.22 Students who suspend their studies will be expected to return their loan laptop to the Student Experience Team at Point Blank London in the first instance. The option to reapply will be provided when the student returns to their studies should they still require the equipment.

- 2.23 Students who withdraw or are excluded from their studies will be expected to return their laptop immediately via by returning it to the Student Experience team at Point Blank London.
- 2.24 Recipients will only be eligible for the loan once during the duration of their course, but may extend the initial loan term.
- 2.25 Recipients will be expected to adequately insure their loaned equipment against loss, damage and theft.
- 2.26 Recipients who lose or damage their laptops will become ineligible for the scheme and will not be able to receive a replacement.
- 2.27 Students who fail to return the loaned equipment may be required to fund a replacement.
- 2.28 The equipment is for academic purposes only. It is not to be loaned to any third party or family member.
- 2.29 Point Blank's decision on the allocation of the equipment in accordance with these terms and conditions is final. There is no appeals process.

### **3. POLICY SCOPE**

- 3.1 This policy applies to home (UK) students studying on Higher Education programmes at Point Blank London.
- 3.2 This policy does not apply to students on distance education programmes via Point Blank Online, international students, or students on professional programmes.

### **4. RELATED POLICIES**

- Financial Assistance Fund Policy
- Student Charter

### **5. POLICY OWNER**

This policy is under the responsibility of the Student Engagement and Experience Committee. The responsible committee will ensure the cyclical review of this policy is carried out in line with Point Blank's Quality Assurance Framework.

The Student Engagement and Experience Committee delegates the operational responsibility of this policy to the following staff:

- Student Experience Manager;
- Senior Student Support Officer;
- Registrar.

### **6. PROCEDURES**

There are no related procedures to this policy.

### **7. EXHIBITS, APPENDICES AND FORMS**

- Laptop Loan Scheme application form

## **8. REFERENCES AND SUPPORTING INFORMATION**

### 8.1 Internal

- Access and participation plan.

### 8.2 External

- *n/a*