

STUDENT LAPTOP LOAN POLICY

1. PURPOSE

- 1.1 International Child Care College Pty Ltd (**ICCC**) recognises that access to a laptop is essential for students of the College to participate in online learning and assessment. To support students, ICCC may offer the option of either loaning a laptop from ICCC.
- 1.2 This Policy outlines the guidelines for the provision of loan laptops to students of International Child Care College Pty Ltd (**ICCC**) to support their studies.

2. SCOPE

- 2.1 In this Policy, “**Company**”, “**College**,” or “**ICCC**” refers to International Child Care College Pty Ltd.
- 2.2 This Policy applies to all students of ICCC who are enrolled in a course of study.

3. LOAN LAPTOP

- 3.1 ICCC maintains a limited number of loanable laptops to provide students for an agreed period of time during the course of their studies. The laptops are pre-loaded with training sites and related apps to support studies, such as *Microsoft 365*.
- 3.2 Students are required to return the laptop to ICCC at the end of their agreed loan period. Loan periods are ordinarily for a time period of less than 6 months, however, an extension may be approved in reasonable circumstances.

Conditions of Use

- 3.3 Students who borrow (loan) a laptop from ICCC must agree to the following conditions of use:
 - Students must pay a minimum deposit of \$100 to be eligible to receive a loan laptop, which is refunded when the laptop is returned in good working condition.
 - The laptop is to be used for educational purposes only;
 - The student is responsible for any damage to the laptop while it is on loan; and
 - The laptop is to be returned to ICCC at the end of the loan period.

4. APPLICATION

- 4.1 Students may discuss and request further information regarding loaning a College laptop with their Trainer, and complete an application form for consideration based on availability.

5. DISCLAIMER

- 5.1 The provision of laptops to students is not designed to incentivise enrolments. The provision of laptops is to support students in their studies and to ensure that they have access to the technology required to participate in online learning.

6. REVISION HISTORY

Rev	Date	Revision Description	Name
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v1	16/11/2023	Initial Policy	KC/HR
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