# Guidelines on Notebook Computer Loan Scheme for Students

**Purpose**

The Digital Future Office launches the Notebook Computer Loan Scheme (the Scheme) under Council's Digital Future initiative to provide equipment support to needy students for digital learning.  These full-time students may borrow a notebook computer with pre-installed software free of charge from their campuses during the course of their studies.  The duration of loan is approximately 3 - 6 months which is subject to renewal, with the exact loan period fitting into the duration of the programmes studied and the semester calendar.  A simple procedure to extend the loan period can be instituted as far as there is no change in the study status and family / financial situations.

**Eligibility**

1.  Full-time students of the IVE/HKDI/YC who are studying VTC programme with a normal duration of study of 1 Year or above, subject to **meeting all of the following criteria** :

    a)  The student is referred by the Teaching Department or Student Development Office; and
    b)  The student's eligibility has been assessed by Student Development Office, which may be based on the consideration(s) supporting the student needs the support, such as :
        ➢ The family of the student is receiving financial assistance such as :
            • Social Welfare Department - Comprehensive Social Security Assistance (CSSA) Scheme
            • Student Finance Office – Financial Assistance Schemes (e.g. For Secondary Students, TSFS, FASP, Student Travel Subsidy (STS) & Subsidy Scheme for Internet Access Charges (SIA)
            • VTC - Tuition Fee Remission and Flat Rate Grant for Academic Expenses (Full Grant / Half Grant)
            • Working Family Allowance Office - Working Family Allowance
            • Social Welfare Department - Disability Allowance
        ➢ The student is not receiving subsidies from any of the above but having financial difficulties with supporting evidence.

➢ The family member of the student is receiving any similar subsidy scheme on support for computer devices / online learning support tools from the Government, Community Care Fund, Web Organic from HKCSS (Hong Kong Council of Social Service) etc.

➢ The student does not have their own computer device for e-learning. For students who have already acquired mobile computer devices through the assistance programmes under the Community Care Fund (關愛基金援助項目), they could join this Scheme provided that their devices have been used for more than three years and are unable to operate / meet the learning and teaching requirements.

**Application**

2. Students are required to complete and submit the following to the Student Development office:

- an <u>Application Form</u> for assessing their eligibility;
- the <u>Declaration and Undertaking Form</u> for acknowledging the terms and conditions of loan.

**Procedures**

3. Application form should be obtained from and submitted to the Student Development Office of the respective campus.

4. Student Counsellor / Student Development Officer (SDO) will conduct the need assessment of the students (e.g. Family financial status, number of computer(s) at home).

5. PSDO/SSDO will then make recommendation and send the completed application form to P/Campus for endorsement.

6. Student can collect the Notebook Computer from Learning Resources Centre (LRC) with the endorsed application form.

**Notebook Computer Model**

7.  In this scheme, students will be provided with a notebook computer of the specific model.  However, the model and the configurations are subject to change at VTC's discretion without prior notification and consent from students.

8.  Software : the notebook computer will be pre-installed with designated software applications.  Subject to the approval of the Head of the Unit, the availability of software license, the terms of software license agreement and the requirements of the programme / modules enrolled, the Teaching Department may help install specialized software in the notebook computers for learning purposes.

9.  Student is not allowed to install, remove or alter any software applications without prior permissions from VTC.

**Collection of Notebook Computer**

10. Successful applicants will be notified by the Teaching Department / Student Development Office in due course.  Student can book a time slot with the LRC for the collection of the notebook computer.

11. Students must collect the notebook computer in person with proper identification and within the booked time slot.

12. Normally students who fail to collect the notebook computer within the booked time slot are deemed to have given up the application.

**Extension of the Loan Period**

13. Subject to the availability of the resource, the conditions of the notebook computer returned, the study status of the student and the borrower's latest family / financial situations, the campus can institute a simple procedure to extend the loan period.

14. Unless the Teaching Department concerned and/or the Student Development Office observe evidence to show otherwise, it is considered not necessary to re-assess the student's eligibility on loan period extension.