**Information relating to a new laptop and data scheme for students**

To ensure the health and wellbeing of all students, the university has moved to an active blended learning approach for academic year 2020/21. This will entail a mix of online and in person teaching. The university is minded to ensure that this approach does not disadvantage students unduly, and is therefore making provision for assistance so that students can purchase a laptop and/or data contract, should they be required.

Laptops will be available to students who meet the criteria listed within the policy document (below), and the application process is laid out clearly.

Students looking for assistance with data will need to apply for the LJMU Student Support Fund via the standard application form and will be assessed based on financial need. The application can be found in the MYLJMU area of the website. Certain documents will need to be provided including evidence of student finance and bank statements. In addition to support with data, the team will assess if students are eligible for any other support on hardship grounds.

**Laptops for students Policy**

**Introduction**

In line with many other educational institutions, LJMU has moved to an active blended learning pedagogical approach for the 2020/21 academic year in response to the challenges posed by the COVID19 pandemic. However this brings with it challenges in accessibility for students who may be unable to access computer equipment and/or appropriate data.

The university wishes to support students and has developed an assistance plan for students most likely to need such support, utilising local Access and Participation data. The scheme will enable students to be able to access support with the purchase of a laptop should they not have access to one already.

**Range of Support**

**Laptops** - The University has procured a number of laptops for students with an external IT company. Students, if successful, will be given a code to assist with up to £500 towards the purchase of a laptop of their choice. This allocation will not cover some of the higher specification machines needed by students on specific courses but will fund a considerable part of the total cost. Students should appraise themselves of the required specification for their chosen course prior to selection of a laptop – link to Your IT.

**Data** – assistance is also available with the cost of a data package. Students will wish to find the best contract for their circumstances and therefore the university has decided to assist with cost only. Students looking for assistance with data will need to apply for the **LJMU Student Support Fund** via the standard application form. The application can be found in the MYLJMU area of the website. Certain documents will need to be provided including evidence of student finance and bank statements. In addition to support with data, the team will assess if students are eligible for any other support on hardship grounds.

**Eligibility for the laptop scheme**

To be eligible for the laptop scheme, the following criteria must be met:

* Students must be studying full time on their chosen undergraduate course during academic year 2020/21.
* Student must be home students (meet the residency requirements for student finance )
* Student must have completed registration on a course for the academic year 2020/21.
* Students must have disclosed at least one of the following eligibility criteria at the point of registration:
* Black And Minority Ethnic student
* Mature student (aged over the age of 21 on 1st of September 2020)
* Care experienced student
* Family/household is in receipt of a low income (below £25,000), assessed using information submitted to the Student Loans Company (SLC). Should the scheme be oversubscribed, it is possible that a lower income threshold will need to be used such as the level for free school meals (£16,000).

As equipment is restricted in number, additional weighting and therefore priority, will be given to students who meet multiple eligibility criteria. While the University will strive to assist as many students as possible disclosure of one or more of the above characteristics does not guarantee receipt of a laptop.

**Application process**

Students are asked to submit their personal details via this link: [www.ljmu.ac.uk/microsites/moving-forward/information-for-students/your-it](http://www.ljmu.ac.uk/microsites/moving-forward/information-for-students/your-it)

The closing date for applications is 5pm on Friday 25thSeptember 2020.

**Allocation of awards**

Students who meet the criteria and are deemed successful to receive a laptop will be issued with a letter which will include a link and a code for the £500 discount when used with the preferred supplier.

**Legal statement (to be agreed by Legal)**

The university, in supporting students with the cost of a laptop, does not have any responsibility towards to cost of maintenance and/or repair. All such costs must be met by the purchasing student.

**Process**

* Students will submit their name, university ID and indicate relevant eligibility criteria through the online form
* All details will be collated at the end of business on Friday 2nd October and a report generated
* Student details will be cross-referenced against SiS data held for each student.
* An initial sift of applications will be done based on all criteria listed above. This will identify students with multiple indicators as well as family/household income thresholds.
* If the scheme is oversubscribed at this point, family/household income will be lowered to £16,000 and a second sift completed
* Eligibility criteria will be utilised in the following order:

1. BAME / Mature / LAC
2. Family/household oncome of up to £16,000
3. Family/household income up to £25,000

* Once eligibility is finalised, a standard letter, with the relevant link and code for purchase of the laptop, will be issued to each student via email.