



Student Application to HLSCC for Assistive Technology 2019-2020

APPLICATION NOTES: *Please read the following notes carefully before completing the application.*

1. **ELIGIBILITY** – to be eligible for this programme, students must be currently enrolled in a minimum of 6 credit hours.
2. Complete and submit this form to apply for an electronic tablet to be issued by the College.
3. Students under the age of 18 must have the consent of their parent/guardian to complete the application.
4. Applications forms may be collected from the **Student Success Centre** or from the College website.
5. Required supporting documentation **MUST** be submitted with this application form.
6. Selected applicants will be required to undergo a personal interview to complete the application process.
7. Your completed application should be submitted the Student Success Centre, who will forward same to a special select committee, which will make a decision.
8. Application deadline **October 4, 2019**
9. Students are providing this information to HLSCC in order to facilitate the allocation of technological resources to those who demonstrate a need for same.
10. The HLSCC is required to keep and maintain these records for the purposes of identifying students accessing additional resources and planning the provision of special educational and support services.

STUDENT DETAILS					
Name of Student:			Gender	M	F
HLSCC ID:		Email Address:			
Physical Address of Student:					
Primary Phone Number:		Secondary Phone Number:			
Date of Birth: <i>(dd/mm/yyyy)</i>		Place of Birth:			
Matriculation Date: <i>(dd/mm/yyyy)</i>		Enrolment Status: *	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	
Student Signature:			Date:		

** Please attach a copy of your course schedule to the application.*

FINANCIAL DETAILS		
1. Do you/your parents rent your residence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Do you/your parents own a car?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Are you employed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

FINANCIAL DETAILS		
If you answered yes to question 3 above, please provide the following information from your current employer:		
Name:		
Address:		
Contact Number:		
4. Annual household Income:	<input type="checkbox"/> Less than \$25,000	<input type="checkbox"/> \$25,000 - \$50,000
5. In one to two paragraphs, tell us why the device should be awarded to you. Attach your response to the application form.		

If you are employed, please provide a current job letter. If you are not employed, please provide a current job letter for your parent/guardian. Letter should not be more than one month old and should be addressed to: Special Select Committee | H. Lavity Stoutt Community College | Paraquita Bay, Tortola | British Virgin Islands.

PARENTAL/GUARDIAN CONSENT			
<i>(to be completed for students under the age of 18)</i>			
I/We, the undersigned, being the parent/guardian of the above-named student, confirm:			
<ul style="list-style-type: none"> • That this application has been discussed with me and that I am aware that copies of this form and attached documents will be kept on file by the H. Lavity Stoutt Community College. • That I provide consent for the information in this form and attached documents to be shared with the appropriate decision-making body within the institution. • All information associated with this application will be held in the strictest of confidence. 			
NAME: <i>(print)</i>		SIGNATURE:	DATE:
Contact number for Parent/Guardian	HOME/WORK:	MOBILE:	

ADVISOR ENDORSEMENT			
<i>(applies to all applicants)</i>			
I, the undersigned, being the academic advisor or current lecturer of the above-named student, hereby endorse their application.			
NAME: <i>(print)</i>		SIGNATURE:	DATE:

TERMS and CONDITIONS

1. The awarded device is being provided by the College for the sole purpose of facilitating your academic experience for the duration of your programme of study.
2. The awarded device should be used in keeping with the above stated purpose.
3. The device is the property of the College and as such will be tagged and form part of the College's inventory for the duration of your programme of study.

4. The devices will be periodically inspected by the Information Technology Department for misuse or abuse, in keeping with the terms of use for all technological equipment at the College.
5. In instances of abuse, the award may be revoked, and the device confiscated by the Information Technology Department.
6. If you experience any problem with using the awarded device, our IT Department will assist within a reasonable expectation of time and labour.
7. If the device is damaged, or becomes inoperable for any reason, it will **NOT** be repaired or replaced by the College.
8. At the end of your programme of study, the device **MUST** be returned to the College's IT Department.
9. Should you fail to return the device at the end of your programme of study, you will be charged for the device.

To be completed by HLSCC (Special Select Committee)

RECOMMENDATION OF SPECIAL SELECT COMMITTEE (SSC)			
		YES	NO
Having completed the application process, the electronic tablet as applied for is awarded.			
The SSC is unable to award the device applied for due to the following reason(s) <i>(Check ✓all that apply)</i>			
• The applicant was not short listed.			
• Applicant did not participate in an interview.			
• The applicant did not provide all the supporting documents.			
• The information provided does not corroborate/illustrate an undeniable need for assistance.			
SIGNATURE:		DATE:	

To be completed by HLSCC (Special Select Committee)

HARDWARE/SOFTWARE AWARDED	
<input type="checkbox"/> Device: <i>(make and model)</i>	
<input type="checkbox"/> Office 365: Free	
Estimated cost of resource(s):	US \$