



## APPLICATION FOR FINANCIAL HARDSHIP

### Equity Laptop Program

Under this hardship provision you may apply annually for the daily loan of a College ultra-portable laptop if you can provide evidence of financial circumstances that have impacted your ability to purchase a BYOx device. You will need to provide evidence of the unforeseen circumstance and how this has impacted your capacity to provide a BYOx device.

Use of an equity device may be provided when an unforeseen change to your financial circumstance has reduced your capacity to purchase or replace a BYOx device. An unforeseen circumstance may include illness, unemployment, changed employment conditions, family breakdown or death.

The following financial circumstances ARE NOT considered to be unforeseen

- The requirement to purchase a device or other school fees
- Family living expenses, such as rent, health insurance or loan repayments; or
- Paying for the education of other children or an adult student

Any change to your employment may affect your application for hardship. You will need to provide letters of termination or redundancy from a job.

All financial hardship applications are considered on a case-by-case basis. Any successful equity application will only apply for the period where you do not have the capacity to supply a BYOx device. It is not ongoing.

By completing the application form below you are agreeing to the following processes:

- Students are responsible for checking out their laptop from IT before the start of every school day 8:20am – 8:35am and are then responsible for checking in the device in the afternoon 2:30pm – 2:50pm. Laptops cannot be collected outside of these hours.
- During the setup and allocation process the laptop will be verified by IT to ensure the device is in good condition. Devices will be regularly checked by IT staff for damage or neglect.
- While in possession of laptop students are solely responsible for its care and protection. The device is not to be loaned or shared with other students.
- Any physical or software issues with the laptop need to be reported to IT during break times.
- During lunch breaks students are responsible for the care of the device. Storage cabinets are located in Information Services for students to temporarily store their laptops.
- Please Note, if accepted a laptop will be provided for temporary student use on a daily basis and will remain the property of the College. Where a laptop is damaged due to negligence or not returned, the parent/caregiver will be contacted and may be issued an invoice and required to pay the repair or replacement cost.

Applications will be considered on a case by case basis and must be accompanied by evidence to support your claims. You will be notified of the outcome of your financial hardship application between two and four weeks after all required documentation has been provided to the Business Manager, Burpengary State Secondary College.

A \$50 non-refundable fee will be invoiced if the application is accepted.





## EVIDENCE TO SUPPORT YOUR CLAIM (FROM BOTH PARENTS/CARERS) – PLEASE ATTACH

Circumstance	Example documentation required
Illness	<ul style="list-style-type: none"> <li>• Letter from employer describing financial impact</li> <li>• Medical Certificates</li> <li>• Out of pocket medical/and/or/dental expenses (actual cost after insurance or health claims)</li> </ul>
Changed Employment Condition	<ul style="list-style-type: none"> <li>• Letter from the employer confirming changes to employment conditions</li> </ul>
Unemployment	<ul style="list-style-type: none"> <li>• Employment termination notice</li> <li>• Centrelink evidence</li> <li>• Letter from employer</li> </ul>
Death	<ul style="list-style-type: none"> <li>• Any form of notification of death – death notice or death certificate</li> </ul>
Family Breakdown	<ul style="list-style-type: none"> <li>• Separate residential address</li> <li>• Parenting agreement</li> <li>• Support payments</li> <li>• Relevant documents such as court orders</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Relevant documents as appropriate</li> </ul>

_____ <i>Signature of applicant</i>	_____ <i>Date</i>
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<b>SCHOOL USE ONLY</b>	
Application Status:    Approved / Not Approved	
_____ <i>Principal / Delegate signature</i>	_____ <i>Date</i>