

# Tablet and laptop loan scheme

Cottsway residents without online access can benefit from our FREE tablet and laptop loan scheme.



## Scheme details

We will provide either:

- A Samsung Galaxy Tab 6A, stylus and charger; or
- An Asus laptop, case and charger
- Huawei Wifi dongle with £15 credit (if you do not have internet access at home)

The tablet / laptop comes pre-registered with a Google account, but you can use your own instead if wanted. When the equipment is returned all information will be deleted.

The tablet/laptop can be used to:

- Access our online services
- Build your digital skills
- Keep in touch with friends and family

## Training

We also provide free training for customers not very confident in using the tablet/laptop, including either:

- **Group sessions** - six-week digital training courses ranging from very basic to more advanced employment-ready sessions; or
- **Home tuition** - tailored to each individual.

In some instances, we may also be able to help towards travel costs if someone is otherwise unable to make it to our office for the group sessions.

## Application form

Completed applications can be returned via:

- Email: [communities@cottsway.co.uk](mailto:communities@cottsway.co.uk)
- By post: Cottsway, Cottsway House, Avenue Two, Heynes Place, Witney OX28 4YG

Name:			
Address:			
Email:			
Phone no:		Mobile no:	
I confirm I have read and understood the above terms and conditions.			
Signature:		Date:	
Print name:			
For office use	Confirmed by and loan period agreed:		

## Terms and conditions

The tablet/laptop must **not** be used to:

- Access illegal material.
- Send offensive, suggestive or defamatory material via any means including social media.
- Create or forward chain letters or any other unsolicited communications.

You are responsible for the cost of all purchases during your use of the tablet/laptop.

## Damage and theft of equipment

Any damage must be reported to us immediately. If stolen, report it to the police to obtain a crime reference number and let us know. Without a crime reference number, you will be charged for the cost of replacing the equipment.

## Returning the equipment

The loaned equipment must be returned on the agreed date - if not we will issue a formal 14-day notice. If it is not returned by the end of this notice or in the condition it was provided, you will be charged the cost of replacing the equipment.

For more information about how we use your personal data see: [www.cottsway.co.uk/privacy](http://www.cottsway.co.uk/privacy)