

APPENDIX H: EQUIPMENT LOAN SCHEME

Many students wish to own the equipment for their circus discipline. The National Centre for Circus Arts recognises that this equipment can be expensive and can greatly vary in price. In order for all students to access the correct equipment we will support their purchase through a loan and repayment system.

Access to the Scheme is only available by prior approval of the Student Support Manager. The student and Student Support Manager will then discuss the options available for the student. There are two options available:

Option 1: Following approval by the Director of Academic Administration, the student will request an invoice addressed to the National Centre for Circus Arts and the National Centre will purchase and receive the equipment on behalf of the student. In this case the student would have to agree and sign an equipment repayment contract (this must also be agreed and signed by the Director of Finance). Whilst the student will be able to use the equipment while they are paying back the loan, the equipment will remain the property of the National Centre until the loan has been fully repaid.

Option 2: Following approval by the Director of Academic Administration, the student will order and pay for the piece of equipment themselves. Provided the student can produce a receipt of purchase, the National Centre for Circus Arts will reimburse the student for the cost of the equipment and the student can then pay the National Centre back in a more convenient way with an equipment reimbursement contract (this must also be agreed and signed by the Director of Finance). The equipment will remain the property of the National Centre until the loan has been fully repaid.

Please Note:

Students should never purchase a piece of equipment in the hope of having access to the scheme without having received confirmation to proceed from the Student Support Manager.