

Important Information

Thank you for your interest in the HE Unboxed Resources. Before completing this booking form, please make sure you have read, understood, and agree to **ALL** the terms and conditions. If you have any questions or queries, please contact the School and College Liaison (SCL) Team on 01509 222488 or email wp@lboro.ac.uk.

Data Protection

Loughborough University is committed to supporting the data protection rights of its data subjects, including, but not limited to, students, staff, alumni and other stakeholders, as well as potential students and visitors attending events hosted by the University.

For information about how we use personal data, see our [privacy notices](#).

The University needs to collect, manage, and use personal data about its present, former, and potential members and stakeholders in order to support and provide education, employment, research and innovation, and meet our legal and regulatory obligations to sector bodies and government.

Evaluation Data

Loughborough is committed to increasing the number of underrepresented groups entering Higher Education. As such, it is of paramount importance to us that we continue to demonstrate engagement with the following groups:

- * **Children in low participation neighbourhoods (LPN's)**
- * **Children with learning differences and mental health conditions**
- * **Looked after children (LAC) and young carers.**

Funding for the HE Unboxed programme depends on schools completing the data sheets provided by the SCL team on booking. As such, all bookings are provisional only until the data sheets sent out by the SCL team have been completed and returned by the school. Please note, schools should complete and return data collection sheets **within two weeks** of booking a resource. Unfortunately, we are unable to hold bookings indefinitely and will cancel a booking if data sheets are not returned within this period unless otherwise agreed with a member of the SCL team.

Any data collected will be used solely for purpose of evaluating the impact of the HE Unboxed programme. All data will be processed as per the University Data Protection policy and access to this data limited to and monitored by designated members of university staff. Data process via EMWPREP will be retained for a period of 3 years, to assist in the tracking of children progressing to further study and Higher Education.

Terms and Conditions

Below sets out the terms and conditions for schools, colleges and organisations utilising Loughborough University's HE Unboxed programme. The following terms and conditions apply to all of the boxes and resources within the HE Unboxed programme. All materials provided as part of these resources are the intellectual property of Loughborough University. By agreeing to the terms and conditions, you agree not to share or replicate the provided resources for either personal or commercial use.



Allocated items per box and Delivery of box:

All of the boxed resources are sent out with the materials required to support a **class of up to 30 students**, if the school booking is for a class size over 30, then this request will need to be agreed with a member of the SCL team. Please note, all boxes have a postage cost, and this will increase if the amount requested is greater, all schools are liable for the cost of postage of resources back to Loughborough University, unless otherwise agreed by a member of the SCL team. If you have any queries or concerns about postage costs, please contact the SCL team: wp@lboro.ac.uk.

Please note, requests made for the first date back following school holidays are not possible due to courier delivery times. However, an alternative date will be offered of one to two days later.

Boxes should be returned by the date agreed with the SCL team. Unless alternative collection arrangements are made, the boxes are to be returned using the labels provided at the cost of the booking school. If for some reason the labels are missing – the box should be posted to the following address:

School and College Liaison Team
Student Recruitment, Marketing and Admissions
Hazlerigg Building
Loughborough University
Loughborough
Leicestershire
LE11 3TU

Allocated time per box:

In order to ensure we can reach as many schools as possible; schools may have an HE Unboxed activity on their premises for a maximum of two weeks at a time. By agreeing to these terms and conditions, schools agree to adhere to these timescales.

Damaged or missing items:

Each box includes an equipment list required to successfully run the activity, if the box is found to be missing equipment, or if any of the equipment is found to be damaged, the SCL team reserves the right to ask schools to cover the cost of replacements. Please note, that items marked with an asterisk (*) are classed as consumables and do not need to be replenished by schools.

Loss of items:

All HE Unboxed items are couriered via Royal Mail or DHL, as such, the SCL team takes a tracking number to ensure boxes reach their destination. Please note, that once a box has been signed for by **any** school member of staff, the box is in the care of the booking school. If the box is lost whilst identified as being on the school premises, the booking school will be liable for the full cost of the box.



Use of items:

All equipment provided through HE Unboxed has passed Loughborough University's required safety checks, and where required, safety equipment has been provided. Therefore, Loughborough University is not responsible for any injuries that may occur whilst using the equipment within HE Unboxed activity.

The resources and materials provided should not be reproduced or redistributed beyond your own school without the permission of Loughborough University.

To help us ensure that as many schools as possible can access the resources in timely manner, schools booking boxes agree to return the box contents in the same state in which they were received.

