



# GEORGE BROWN COLLEGE EMPLOYEE PURCHASE PLAN

*The George Brown College Employee Purchase Plan allows eligible College employees to receive loans for the purchase of computer system, tablets, peripherals and accessories through payroll deduction.*

## ELIGIBILITY

**FULL-TIME STAFF ONLY.** You must complete at least ONE FULL YEAR (12 consecutive months) of service at the College. *NOT eligible to non full-time staff or contract employees.* Any employee who purchases a computer must assure he/she meets the eligibility requirements, as outlined above.

## LOAN DETAILS

The financing limit is \$5,000 (including HST & shipping). Loans are repaid through payroll deduction over 52 consecutive pay periods. This is ONLY available to Computer systems, and qualifying peripherals, and accessories that are available through the Campus Store.

Administration Fee of \$150 plus tax is automatically added to your loan application on *EPP Premium Plan (Video Game Consoles- limited to availability, Apple products and other accessories)*

## HOW TO ORDER:

1. Secure a quotation by emailing Michael Trillanes ([mtrillan@georgebrown.ca](mailto:mtrillan@georgebrown.ca)) of the system, accessories and peripherals you would like to purchase.
2. Complete the Payroll Deduction Authorization Form
3. E-mail signed Payroll Deduction Authorization Form to [mtrillan@georgebrown.ca](mailto:mtrillan@georgebrown.ca) - **Michael Trillanes**. No later than the last day of the EPP window.

## PROCESSING

- Orders will be submitted to GBC Payroll Department at the end of the EPP window.
- GBC Payroll Department may take up to 5 business days (after closing window) to approve all applications.
- Employees will be notified via email if approved or denied.
- Employees will be notified when their order is available for pick up at GBC Computer Store, St. James Campus, 200 King Street East. You may be asked to present a photo ID when you pick up.

PLEASE NOTE: Special orders and 'configure-to-order' systems will take 7 - 14 business days sometimes longer. **Once a system is ordered, no changes can be made, nor can it be cancelled.** The College does not guarantee product availability or delivery dates.

***Orders will only be processed during the ordering window:  
Prices are in effect only during these dates.***

