

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.

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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 availabilit ,Apple products and other accessoies)*

HOW TO ORDER:

- 1. Secure a quotation by emailing Michael Trillanes (mtrillan@georgebrown.ca) of the system, accecories 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 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.



GEORGE BROWN COLLEGE

EMPLOYEE PURCHASE PLAN PAYROLL DEDUCTION AUTHORIZATION FORM

Employee Name:		
Email Address:		
Home Phone:	GBC Ext:	
Home Address:		
Computer System Specifications (Model & Descript Peripherals and Accessories		Price
	HST	
	Loan Request Amount	

George Brown College Employee Purchase Plan terms and conditions:

- I understand that my loan will be repaid to George Brown College over a 52 consecutive Pay Period.
- 2. I hereby authorize George Brown College to deduct from my pay each pay period an amount equal to the total purchase price divided by the number of pays in two consecutive years pays (total cost divided by 52 pays).
- I understand, and agree, that on any payroll date during the term of this agreement, I may, if I wish, pay the loan off in its entirety.
- 4. I understand, and agree, that in the event of termination of my employment with the George Brown College for any reason, including death, the balance of the amount payable at that time shall immediately become payable, and George Brown College is hereby authorized todeduct this from my final pay, including vacation pay, and in the event my final pay is not sufficient to cover the balance I, or my estate, shall immediately pay directly to George Brown College the amount outstanding to settle the debt.
- 5. In the event of the suspension of my employment with George Brown College, for whatever reason, including but not limited to maternity leave, worker's compensation leave, long term disability leave, leave of absence, strike or lockout, I shall provide George Brown College with a series of post-dated

- cheques to cover the payments I would otherwise have made to George Brown College for the time period involved.
- 6. I understand, and agree, that upon delivery of my computer or upgrade, I shall be the owner of the computer equipment and the computer equipment purchased under this plan is my equipment to keep, to maintain, to insure and to repair at my expense, and that George Brown College is in no way responsible for and cannot guarantee the quality of the equipment purchased or its suitability for my needs. I acknowledge and agree that neither I, or any subsequent owner of my computer or upgrade, shall have no recourse whatsoever against George Brown College.
- 7. I understand that any savings I realize from borrowing the money from George Brown College is a taxable benefit under current tax legislation. The amount of taxable benefit is based on Canada Revenue Agency's prescribed rate and will appear on my annual statement of remuneration (T4 slip) as a taxable benefit.
- 8. By signing this Payroll Authorization form I have read and agree to the Terms and Condition of the George Brown College Employee Purchase Plan.
- All purchases under this plan are for personal use only and are not for resale.

Applicant Signature		
Payroll Use Only:		
Verified by:	Date	
Approved by:	Date	
Remarks:		