EMPLOYEE PURCHASE PLAN FOR PERSONAL COMPUTERS

Niagara Region
500 Glenridge Ave.
St. Catharines, ON
L2S 3A1 Canada

brocku.ca

I, _____ an employee of Brock University hereby
(please print first and last name clearly)

promise to pay Brock University $_____ for the purchase of a personal computer system and authorize Brock University to deduct an agreed upon amount from my pay for the next _____ pays. The pre-arranged payment will include principal and interest charged at 5.0% per annum, for the purchase of a personal computer.

I have reviewed and agree to the Terms and Conditions attached to this form.

_____ _____
Department Employee Number

_____ _____
Signature of Employee Date

For Office Use Only

Employee Group		Human Resources Approval	Name (printed)	
Employment Type			Signature	
Payment Start Date		Finance Review	Name (printed)	
Payment Amount			Signature	
Frequency of Payment				

Employee Purchase Plan for Personal Computers
Terms and Conditions

This agreement establishes the terms and conditions of the purchase agreement between the employee and Brock University (the "University").

Employees eligible for the purchase plan for personal computers are employees that hold permanent positions with the University or employees who hold a full time contract position of 12 months or longer with the University.

The total amount eligible to be financed through this plan must be a minimum of $500 and a maximum of $4,000 (including taxes).

The repayment term cannot exceed the lesser of 24 months or the remaining length of the current employee's seasonal or contract position (if applicable).

Employees can only have one personal computer loan under this plan at a time. The employee may only finance a second computer loan through payroll deduction once the first loan has been paid in full.

Employees on this plan will be allowed to pay the entire outstanding amount of their loan, including all interest charges to date, at any time during the term of the loan.

Peripheral devices such as printers, scanners, digital camera, iPods, software and other accessories directly related to the computer system will be eligible for financing <u>only if</u> purchased at the same time as the computer system.

In the event that the employee should no longer be employed at Brock University for any reason, the outstanding principal and interest to that date will become due in full and payable immediately. In that event Brock University is authorized to deduct all said amounts from the final pay of the employee and if it is not sufficient to pay the balance owing at that time, the employee agrees to pay by cash or certified cheque any remaining balance within 5 days of his/her last day of employment with the University.

In the event that the employee should no longer be in receipt of pay from Brock University as a result of a leave of absence of any nature, the employee must provide Brock University with monthly post-dated cheques to cover the payments during his/her leave.

All purchases made through this program are non-refundable and cannot be exchanged. Company warranty issues will be addressed by the University's Campus Store.

Brock University ID or Government issued photo ID must be presented at the time of purchase.