

COMMUNITY COLLEGE OF PHILADELPHIA

REVISED 05/18/2023

**PROCEDURES FOR PARTICIPATING
FACULTY/STAFF COMPUTER PURCHASE ASSISTANCE PLAN**

- I. Revised Plan is effective July 1, 2023.
- II. Loan eligible equipment - The loan can only be used to purchase desktop computers, laptop computers, notebooks, tablets, monitors or computer displays and printers. Cellphones, televisions, game consoles and other electronic equipment are not eligible. Software which enhances professionally related usage of the system (word processing, data base management, spread sheet applications, programming languages, etc.) and discipline-related/educational software can also be purchased under the loan program.
- III. All repair-related costs are exclusively the responsibility of the borrower. The College will not pay for maintenance contracts or the costs of repairs.
- IV. Two types of assistance (at a minimum loan amount of \$500) are possible:
 - A. Fifty percent assistance at no interest - maximum loan \$1,800
 - B. Over 50 percent and up to 100 percent assistance at five percent interest - maximum loan \$3,600

The computer loan option is intended for staff to make an original computer purchase and/or assist them in acquiring upgrades or replacement equipment. To request a loan for upgrades/replacement equipment, the borrower must have zero balances on any prior computer loans.

- V. Loan repayment will be by monthly payroll deduction over a period of time no greater than two years. Participants may opt for a one or two-year repayment plan. Loan repayment will begin in the second pay period of the month following the month in which the loan is granted. Individuals who leave the College before the loan is repaid are expected to repay the remaining balance at the time of leaving; they may have the remaining loan balance deducted from their last paycheck and/or vacation payout, or if the College agrees they may make arrangements to repay the loan, including a 12 percent simple interest charge on the unpaid balance within the time agreed to in the original loan contract.
- VI. Eligible participants are full-time, non-temporary employees who have completed the probationary period and members of the part-time faculty bargaining unit in Seniority Pool X or higher at the time of application for the form.
- VII. Participants in the loan program agree to:
 - A. Provide a detailed statement of planned instructional or administrative use of the computer.
 - B. Attend an in-service program directed toward making effective use of the computer.
- VIII. Each borrower must complete and sign a loan application which must be approved by the employee's senior officer. The loan application must include a detailed list of all hardware and software to be purchased, with the cost of each item clearly shown. The form attached to the application should be used for this purpose. Final purchase receipts must be provided to the Controller's Office, (M1-2) prior to actual payment of the loan money. Individuals may make arrangements for direct payment to a vendor if such prior payment is a

hardship. Failure to provide sales receipts will result in the entire loan amount being due and payable and the entire amount of the loan being deducted from first available paychecks.

Application for a Computer Purchase
Assistance Loan

Sections A and B must be completed by the Loan Applicant:

A. Computer Purchase Information

Name of Employee _____
Last First Middle

ID _____

CCP Dept. _____ CCP Job Title _____

1. The attached form, showing intended hardware and software purchases including vendor and purchase price, should be completed and submitted with this application.
 2. Statement of Intended Use (attach a typed statement, no longer than one page, explaining intended usages of the computer which relate directly to current CCP job responsibilities)
 3. Supervisor Approval of Loan _____
 4. Senior Officer Approval of Loan _____
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B. Loan Agreement

% of Assistance Requested: 50% ____ More than 50% (specify) ____

Amount of Assistance Requested: _____

Desired Loan Terms 1 year _____ 2 year _____

I hereby apply for a loan under the Computer Assistance Purchase Plan of the Community College of Philadelphia in accordance with the terms of the Procedures for Participating memorandum of September 30, 1984. This agreement and note shall supersede any other policies, agreements and memoranda.

The granting of a loan under this Program does not constitute an agreement by the Community College that my employment shall be continued, but my employment shall continue to be dependent upon the same considerations as if no loan had been granted. Should my employment be terminated by either party for any reason whatsoever, any outstanding balance of the loan will become due and payable at an interest rate of 12%. I further agree that the full amount of my loan will be evidenced by a Note to be executed by me in the form shown on the reverse side of this Application.

(Date)

(Signature of Applicant)

Loan Note
(to be Signed at Time Loan is Granted)

For value received I promise to pay to the order of Community College of Philadelphia the sum of _____ in monthly installments deducted from my regular net pay. Deductions will be made in equal amounts extending over a period of _____ months. Deductions will be made in the last pay period of the month beginning in _____, 2____. A simple interest charge of ____% will be included in the monthly deductions. In event of termination of the employment relationship with the College for any reason, the balance owed shall be immediately due and payable unless specific alternative arrangements are agreed to by the College. On non-payment of any installment when due, all remaining installments shall at the option of the holder become immediately due and payable. I agree to pay if this Note is placed for collection all attorney and collection fees which however shall not exceed 30% of the remaining balance. In such an event, the interest rate on the unpaid balance shall immediately be changed to 12% of the amount due and owing on the defaulted Note. And to secure the payment of said amount I hereby authorize, irrevocably, the Prothonotary, Clerk of Court, or any Attorney of any Court of Record to appear for me in such Court, in term time, or vacation, at any time before or after maturity and confess a judgment without process in favor of any holder of this Note, with or without the filing of an Averment of Declaration of Default, for which amount as may appear to be unpaid thereon, together with charges, costs and Attorney's Fees, as above provided, and waive and release all errors which may intervene in any such proceedings and waive all right of appeal and consent to immediate execution upon such judgment nor shall any bill in equity be filed to interfere in any manner with the operation of such judgment, hereby ratifying and confirming all that said Attorney may due by virtue hereof, and waiving and releasing benefit of all appraisement, inquisition of real estate, hereby voluntarily condemning said real estate and authorizing the entry of such condemnation upon any writ issued, stay of execution and all rights under the exemption laws of any State, now in force, or hereafter to be passed.

WITNESS:

_____ (SEAL)

_____ (DATE)

COMMUNITY COLLEGE OF PHILADELPHIA

**FACULTY/STAFF COMPUTER PURCHASE ASSISTANCE PLAN
PROPOSED EQUIPMENT/SOFTWARE PURCHASES**

NAME _____ EMPLOYEE TYPE

DEPARTMENT _____ / / F-T FACULTY

BLDG./ROOM _____ CCP PHONE _____ / / F-T ADMIN.

HOME PHONE () - _____ / / F-T CLASSIFIED

HARDWARE:

<u>Model</u>	<u>Unit</u>	<u>Description</u>	<u>Vendor</u>	<u>Cost</u>
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SOFTWARE:

<u>Model</u>	<u>Unit</u>	<u>Description</u>	<u>Vendor</u>	<u>Cost</u>
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Total

Cost _____

Senior Administrator _____

Date _____

This form must accompany a computer loan application. Sales receipts confirming the purchase of all items shown above must be submitted to the Controller's Office prior to receipt of the loan.