

FCSU - COMPUTER FINANCING PROGRAM GUIDELINES

The Supervisory Union, through the support of your school administration and school board, has created a computer-financing program. The program will enable personnel who must maintain a certain level of computer literacy, the ability to purchase, under certain criteria, a personal computer through payroll deductions.

The Criteria:

- Employees must be: a **licensed teacher, full time administrator, technology staff or full year full time administrative support staff.**
- The purchase must be for hardware only; not to include addition programming/software or data/service packages.
- The FCSU withholds the right to decide whether a technology purchase qualifies for the program.

The Program:

- The employee must sign an agreement to authorize payroll deductions and to allow total re-payment with their last paycheck(s) if they should leave employment before the advance is repaid.
- Interest free advances will be for up to 24 months.
- The per payroll deduction must be \$15.00 per check or greater.
- The maximum of advance shall be \$1,200.
- The employee must show an invoice and sign an agreement to be advanced the funds.
- The program will be managed on a First come, First Served* basis, with a maximum being financed at each school (Fairfield \$6,000, Town \$12,000, City \$12,000, SU \$3,600). *BFA staff contact your technology department
- Priority will be given to first time users of this program.
- There is no specific time frame in which to make a request.

*** Due to the limited funds, the criteria for establishing “first come” is stringent and is considered to be the first person to submit a completed application to the Supervisory Union office.**