GEORGE BROWN POLYTECHNIC | CAMPUS STORES

Employee Purchase Program (EPP) 2026

Payroll Deduction Authorization Form

Application window: November 2 – 12, 2026

Email your completed, signed form to shop@georgebrown.ca no later than November 12, 2026.

The George Brown Polytechnic Employee Purchase Program allows eligible employees to purchase a computer, tablet or accessories through the Campus Store and repay the cost through payroll deduction over **52 pay periods**. **Eligibility:** full-time staff only, with a minimum of 12 consecutive months of service. Part-time and contract employees are not eligible. Eligibility is confirmed by Payroll.

1 EMPLOYEE INFORMATION

EMPLOYEE NAME

EMPLOYEE NUMBER

DEPARTMENT

CONTACT NUMBER

EMAIL ADDRESS

2 ITEMS REQUESTED

Use EPP Catalogue item names and prices only.

ITEM NAME AND DESCRIPTION	CATALOGUE PRICE

Please note

- The **total**, including HST and the $150 + HST admin fee, may not exceed **$5,000**.
- The admin fee and HST calculate automatically.
- Repaid over 52 pay periods. Deductions appear as "Computer Purchase" on your pay stub.

Subtotal	0.00
Admin Fee	150.00
HST (13%)	19.50
TOTAL	169.50

ESTIMATED DEDUCTION PER PAY (TOTAL ÷ 52) 3.26

3 WHAT HAPPENS NEXT

1 SUBMIT

Email your signed form to the address above by November 12, 2026.

2 REVIEW

Payroll reviews all applications within 5 business days after the window closes.

3 ORDER

The Campus Store orders approved items. If one is unavailable, we will offer a comparable option.

4 PICK UP

We email you when your order is ready. Pick it up in person within 10 business days, with photo ID.

5 REPAY

Payroll deductions begin once all EPP orders have been picked up.

4 TERMS AND CONDITIONS

1. I understand that my loan will be repaid to George Brown Polytechnic over 52 consecutive pay periods.
2. I hereby authorize George Brown Polytechnic 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 (total cost divided by 52 pays).
3. 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 George Brown Polytechnic for any reason, including death, the balance of the amount payable at that time shall immediately become payable, and George Brown Polytechnic is hereby authorized to deduct this from my final pay, including vacation pay. In the event my final pay is not sufficient to cover the balance, I, or my estate, shall immediately pay directly to George Brown Polytechnic the amount outstanding to settle the debt.
5. In the event of the suspension of my employment with George Brown Polytechnic, for whatever reason, including but not limited to unpaid leave, worker's compensation leave, long-term disability leave, leave of absence, strike or lockout, I shall provide George Brown Polytechnic with a series of post-dated cheques to cover the payments I would otherwise have made to George Brown Polytechnic for the time period involved. **Please notify Campus Stores of any unpaid leave so that we can make payment arrangements.**
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 Polytechnic 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, nor any subsequent owner of my computer or upgrade, shall have any recourse whatsoever against George Brown Polytechnic.
7. I understand that any savings I realize from borrowing the money from George Brown Polytechnic is a taxable benefit under current tax legislation. The amount of taxable benefit is based on the 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 confirm I have read and agree to the Terms and Conditions of the George Brown Polytechnic Employee Purchase Program.
9. All purchases under this plan are for personal use only and are not for resale.

EMPLOYEE AUTHORIZATION SIGNATURE _____

DATE (YYYY-MM-DD) _____

FOR PAYROLL USE ONLY				FOR CAMPUS STORE USE ONLY	
VERIFIED BY		DATE		APPLICATION #	
APPROVED BY		DATE		DATE RECEIVED	
NOTES				INTAKE BY	