



# EPSOM

COLLEGE

## **Computer Equipment Interest Free Loan**

The College will assist employees who wish to purchase a laptop or desk top computer by provision of an interest free loan.

To be eligible for the loan the following criteria will be applied:-

1. Staff must seek pre-approval in principle from the Bursar or HR Director for a computer equipment interest free loan prior to making any purchase.
2. An interest free loan of up to a maximum of £1,000 will be available upon receipt of confirmation of payment and itemised receipt for the computer equipment by the employee.
3. The loan can only be used to cover the purchase of a laptop or a desktop computer, screen and keyboard. It cannot be used to purchase any software or other IT equipment.
4. The interest free loan will be deducted from the employee's net monthly salary over a period of 10 months. Based on current tax legislation it would not be subject to a benefit in kind liability, however if HM Revenue and Customs change its regulations in the future the employee will be liable for any such change imposed.
5. There are no tax, national insurance or VAT advantages specifically connected to the loan. It is merely an interest free loan provided by the College to assist staff who wish to purchase computer equipment.
6. The employee must be permanently employed by the College and completed six months continuous service. Their guaranteed monthly net salary must be equal or greater than twice the sum to be deducted from their salary to repay the interest free loan.
7. The employee will be owner of the computer equipment.
8. The College takes no responsibility or liability for the maintenance or ownership of the computer equipment. Any loss, repairs or damage in connection with the computer equipment in any way will be the responsibility of the employee. The College does not hold any insurance cover in respect of this scheme.
9. In the event of termination of employment for any reason whatsoever, the College will deduct the remaining loan outstanding from the net final salary payment due to the employee. In the event there are insufficient funds the employee will be required to repay the outstanding loan in full upon termination of employment.
10. The College may amend or withdraw this scheme at any time. In the event of amendment or withdrawal those staff on the scheme would not be affected until the end of the payment terms already in force.

Further details are available from Human Resources.