



Employee Computer Purchase Payroll Deduction Plan Information Package

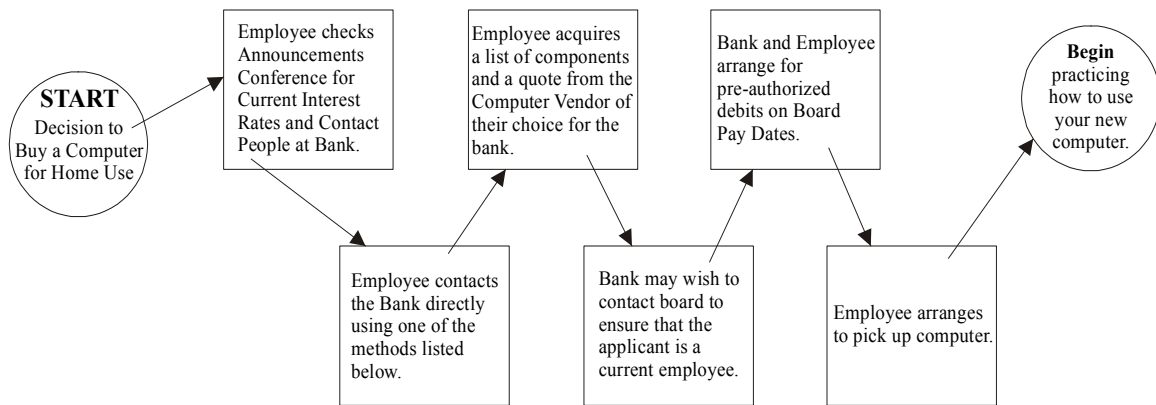
The London District Catholic School Board is pleased to announce its commitment to support the acquisition of home computer technology by all system staff through the Employee Computer Purchase Plan.

The Plan provides financial assistance to all eligible employees by providing a reasonable interest rate for the purchase of computer equipment.

In order to assist employees with making a computer purchase, the Board has arranged for financing with the board's bank and will offer some recommendations for appropriate hardware systems. The information provided below outlines the program in more detail. Information regarding the interest rate or current hardware specifications will be posted in the Announcements Conference on the First Class email system.

TERMS AND CONDITIONS

- 1) Eligible employees will only be able to enroll in one concurrent "Employee Computer Plan (herein the "Plan") Eligible employees enrolling in the Plan must not have an outstanding balance from any previous enrollment period.
- 2) The minimum available under the Plan is \$500 and the maximum is \$5000 (taxes included, but not loan interest).
- 3) The Plan will commence on September 1, 2001.
- 4) The Board assumes no responsibility for the safe or continued operation of any computer components or systems purchased by any employee. No warranties or guarantee of any kind, explicit or implied, will be provided by the Board. Further, the Board assumes no risk for loss, damaged or stolen equipment at any time.
- 5) All loans made to employees as a result of this Plan shall be subject to the current interest rate offered by the Bank of Montreal at the conception of the loan.
- 6) The flowchart on the next page indicates the steps that the employee must follow in respect to the Plan.



WAYS TO CONTACT THE BANK OF MONTREAL FOR THE PURPOSE OF THIS PLAN

1. Web Application

BMO web site is www.bmo.com. product to be applied for is a personal line of credit.

*Please ask them to forward your application to Joan Hyde @ Branch 455

2. Telephone Application

Dial 1-800-665-9665. Product is Personal Line of Credit.

*Please ask them to forward your application to Joan Hyde @ Branch 455

3. In Person

Contact Yvonne Houle @ 455-4209 to book an appointment at the Bank of Montreal, Huron & Highbury London

Branch Hours: M-W 10:00 - 4:30; th-fr 10:00 - 8:00; sat 10:00 - 3:00.

PRODUCT INFORMATION

Product Name: Personal Line of Credit

Interest Rate: Bank of Montreal Prime + 1.00%, currently 7%

*NOTE: a reduced interest rate of Prime will be accorded to all accounts borrowing \$5000.00 until December 31/01.

If you have any questions, please contact Joan Hyde, Senior Financial Services Manager @ 455-3689.

- 7) Only eligible equipment (outlined on the next page in the Eligible Purchases Section) will be considered under the Plan.
- 8) The London District Catholic School Board takes no responsibility for tax eligibility. The Bank of Montreal will provide tax receipts on request.
- 9) Computer equipment should be delivered to a location other than Board property. Should this not be possible, employees are reminded that the Board assumes no responsibility for loss or damage while the equipment is on Board property.

ELIGIBLE PURCHASES:

The following shall be deemed to be “eligible purchases” for the purposes of this Plan:

- 1) Computer Hardware:
 - CPU, hard drives, video cards, sound cards, RAM, all related internal hardware, CD-ROMS, monitors, modems, cabling, mouse, scanners and printers (including upgrades to current systems)
 - laptop computers (including cases)
 - handheld computers (ie Palm Planners)

- 2) Computer Software:
 - operating systems, application software, accessory software and program bundles (that come with new computers)

- 3) Peripherals Included:
 - all equipment must be new (not refurbished)
 - Speakers, CD-R/CD-RW, DVD-ROM tape/zip/jaz drives (internal or external)
 - Digital Cameras

- 4) Other Expenses Included:
 - installation, shipping/handling charges, GST & PST on purchases

INELIGIBLE PURCHASES

The following shall be deemed to be “ineligible purchases” for the purposes of this plan:

- games (unless included within “bundled” packages)
- blank recordable media (e.g. CD-R, CD-RW, DVD, zip/jaz disks, backup tapes, etc.)
- Internet access
- cell phones
- computer/office furniture

ELIGIBLE VENDORS

The following are considered “eligible vendors” for the purpose of this plan:

- the Board’s current computer supplier
- other vendor’s licensed to sell computer components/systems, software and/or peripherals, with a valid GST number