

## Personal Computer Loan Program

On behalf of the Community College of Southern Nevada, we want to let you know about one of the benefits as a full time employee. The Computer Loan Program was established to assist the full time employees of CCSN to purchase a computer system, peripherals, and/or software.

### HOW THE PROGRAM WORKS:

1. To be considered, you must be a permanent full time or part time (over 50% FTE) employee.
2. This is an interest free, \$2,500.00 loan.
3. You will be responsible for the first 10% or \$200.00, whichever is less, of the total purchase.
4. The maximum length of the loan is 24 months.
5. For loans less than \$2,400.00, the minimum monthly repayment is \$100.00 per month.
6. Repayment is through monthly payroll deduction. For classified employees, the deduction is only taken on the 25<sup>th</sup> of each month.

### GENERAL INFORMATION/RULES:

1. Each month, a revised listing of the current loan and waiting lists will be available at the Cheyenne, Charleston and Henderson campus libraries if the list exceeds a 30-day wait period.
2. You will be notified by memo sent via interoffice mail. When you receive this notification, you will have a maximum of 30 days to make your purchase.
3. Should you not be ready to make the purchase within the specified time frame, your name will be removed from the list, and you will then need to reapply. (Exchanging positions with another person on the list is not permitted.)
4. Applications will be date/time stamped when received by Business Services. This will determine your position on the list.

### SIGN UP FOR THIS PROGRAM:

1. Fill out the application form for placement on the waiting list.
2. Your immediate Director/Supervisor must sign your application. (They are verifying your permanent full time or part time employment status.)
3. Submit the completed application to: Computer Loan Program -- J1B.