



## PAYROLL DEDUCTION TERMS AND CONDITIONS

### Terms of Agreement:

- Initial payment equal to one pay period deduction and a non-refundable \$25 processing fee due at time of purchase.
- Program allows only one open technology installment at a time.
- Must be a full-time employee of Rutgers University on payroll as outlined below.
- Installment is for one-year for 12-month employees.
- Payments are spread out equally over each pay period and cannot be adjusted.
- Installment for 10-month employees is due in full by June 30, regardless of commencement. Payments are spread out equally depending upon time of commitment through June 30. Allow three business days for processing.
- If employee takes a leave of absence or employment ends with the university, for any reason, payment will be immediately paid in full in or before the final paycheck. If insufficient funds, final payment will be made via cash, cashier's check, or credit card.
- Any balance not paid in full will be sent to collection.
- Agreement can be satisfied if paid in full by cash, certified check or valid credit card. No partial pre-payments will be accepted.
- If there is not sufficient net pay for one cycle, a partial payment will be taken. Residual balance as well as regular deduction taken at next check. If still insufficient, balance is immediately due in full. If this occurs, future participation in the program will be denied.
- Employee is required to provide a Rutgers photo ID and unexpired government ID at time of purchase. Copies will be kept on file until account is satisfied.
- Store credit only on all returns.

### Employee Eligibility:

- Full-time 10 or 12-month, faculty or staff.
- Employee attests there are sufficient resources to make the payroll deduction, as outlined above. Must be preapproved by kite+key and payroll.

### Item Criteria for Eligibility:

- Initial item must have a value of at least \$250.
- Additional items less than \$250 may be "added on" but not as a sole transaction. Installment limit of \$3,000 in one transaction.

### Ineligible:

- Teaching Assistants (TA) and Graduate Assistants (GA). Consultants and temporary workers.
- Class 2, Class 3, and Class 4 employees.

***kite+key, Rutgers Tech Store reserves the right, upon reasonable notice to the participants, to make changes to the terms and conditions of this Agreement. By signing this application, you are agreeing to the terms of agreement.***