

Paper – IT Advance

Owned by: Chief Executive Officer

Date passed: 20/03/25

Body passed by: Senior Management Team

Review Required: Active until retired

The Students' Union believes that all full-time employees of the Students' Union have a significant exposure to information technologies both in the work place and in the broader context of home and living. As this is an area that moves rapidly with advances to both software and hardware, often individuals are left either without current technologies or with technologies that are not sufficiently future proof. It is recognised that one barrier to suitable access to personal IT, is finance. The Union further believes that an employee's familiarity with an opportunity to own such technologies is of benefit to the organisation through staff development.

The Students' Union therefore resolves to offer full time employees the opportunity to advance a sum of money against their future earnings for the purpose of purchasing any personal IT equipment subject to the following terms and conditions:

- Any sum advanced must be paid back within 13 months of the original purchase.
- If any staff member ceases to be an employee of Winchester Students' Union, they will become liable for any balance of the advance from their final salary settlement.
- The amount advanced for any such purchase must not exceed 1 month's net earnings.
- Only tablets, mobile phones, laptops, PCs or software for the aforementioned may be purchased with this advance.
- Hardware must be purchased by the Students' Union from a reputable supplier – Funds will not be issued directly to the employee.
- Repayment schedules must be agreed with the Union's Chief Executive and must be kept thereafter until the balance is cleared. Repayment schedules may include payment holiday months as long as sum is settled within 13 months.
- Winchester Students' Union will not be held liable for any equipment failure or breakdown within the period of your repayments or thereafter.
- Only one advance of this kind can be taken at any one time. No further IT advances can be granted until the original sum is cleared. This may also affect your ability to request a hardship advance of salary.

- Agreement to the advance is the sole remit of the Union's Chief Executive or President

Staff Agreement

I the undersigned have read and understood all of the above terms and condition and undertake to advance the following sum:

£_____

This is for the purchase of the following:

Item	Place of purchase	Cost

This is to be repaid over the following schedule:

Month	Year	Amount
Jan		
Feb		
March		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		

Signed: _____

Printed Name: _____

Date: _____

Agreed by Chief Exec/President: _____

Date: