



Laptop Subsidy Program Application

Dear Parent or Guardian:

The Department of Education and Early Childhood Development recently announced a new Bring Your Own Device program for students in grades 9 to 12, beginning in September 2020. A laptop or tablet will now be a required tool to support learning in these grades. This program will help avoid interruptions in learning that may result from COVID-19 and allows more personalized learning opportunities to help better prepare students for post-secondary education and the workplace.

The Department understands that purchasing a new device may be a financial pressure for families. In response, the department has launched a financial assistance program for low to middle income families. Eligibility criteria and processes for application are described below.

The following is the eligibility criteria and potential assistance to support the purchase of new devices:

Eligibility Criteria and subsidy

Household income*	Number of children enrolled in grades 9 to 12			
	1	2	3	4
below \$40,000	\$600	\$1,200	\$1,800	\$2,400
between \$40,000 and \$55,000	\$400	\$1,000	\$1,600	\$2,200
between \$55,000 and \$70,000	\$200	\$600	\$1,200	\$1,800
between \$70,000 and \$85,000	0	\$200	\$600	\$1,200

*Household income is equivalent to line 150 of your 2019 CRA Notice of Assessment. Alternatively, you may provide pay stubs for the past 4 consecutive periods (e.g. weekly, bi-weekly, semimonthly, monthly, etc.) or proofs of the last 4 payments received from the Canadian Emergency Response Benefit (CERB) or Employment Insurance (EI). These would then be used to recalculate your estimated income for 2020, which would be used to determine your eligibility.

For enquiries on the program, you may contact us at 1 833 901-1963 or by email at EECDRTS-EDPERAE@gnb.ca



How to Apply for Assistance if eligible

1. Before applying, you will require the following information:
 - a. Copies of your 2019 Notice of Assessments and/or your last 4 consecutive pay stubs must be attached to your application.
 - b. The New Brunswick Education Number (NBEN) of each child in grades 9–12
 - c. Detailed invoices for purchases made after March 16, 2020 (if applying for reimbursement)

2. Once you have submitted the application, **your information will be validated.** Once validated, eligible applicants will receive a code via email enabling them to obtain a credit not exceeding the cost of the new device(s). The email will provide details to assist in completing the purchase of a laptop through IMP Solutions.
 - a. If you do not include an email address, the subsidy code will be mailed to the address you provide – please expect delays.

3. Once your application is complete and all required documents are included, submit your application as follows:
 - a. Electronically, by attaching this form along with the supporting documents:
Lsp-psop@snb.ca
 - b. OR By mail to:

SNB Laptop Program
PO Box 5001
Saint John, NB E2L 4Y9



Section A – Parent/Guardian

Enter information for the primary applicant:

Parent/Guardian					
Last name			First name		
Mailing Address					
City/Town		Province		Postal Code	
Home Phone number	Cell Phone number		Email <small>(If requesting subsidy code(s) we will email the information to you, if you do not have an email address the code will be mailed to the address above)</small>		
Language Preference		<input type="checkbox"/> English	<input type="checkbox"/> French		



Section B – Household Income

You must provide proof of your gross annual household income (before deductions) by attaching your 2019 Notice of Assessment. Alternatively, you may provide us with pay stubs for the past 4 consecutive periods (e.g. weekly, bi-weekly, semi-monthly, monthly, etc.) Documents MUST be attached to this form.

If unemployed, please provide evidence of last 4 payments received from the Canada Emergency Response Benefit (CERB) or Employment Insurance (EI). Use the 'Pay Stub' fields below to capture the amounts

Are you a single parent household? (Yes/No)	
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Parent/Guardian 1			Parent/Guardian 2		
Name:			Name:		
Proof of Income	<input type="checkbox"/> 2019 Notice of Assessment		Proof of Income	<input type="checkbox"/> 2019 Notice of Assessment	
	Enter the amount on line #150 from your 2019 Notice of Assessment			Enter the amount on line #150 from your 2019 Notice of Assessment	
	<input type="checkbox"/> <u>OR</u> provide Last 4 paystubs			<input type="checkbox"/> <u>OR</u> provide Last 4 paystubs	
	Pay Stub 1	\$		Pay Stub 1	\$
Pay Stub 2	\$	Pay Stub 2	\$		
Pay Stub 3	\$	Pay Stub 3	\$		
Pay Stub 4	\$	Pay Stub 4	\$		

- **Copies of Notice of Assessment and/or Paystubs MUST be included with this application.**



Section C – Child Information

Please enter High School student information:

How many children do you have starting grades 9 – 12 in September 2020?	
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Student 1

Student First Name	Student Last Name	Date of Birth (mm-dd-yyyy)
<input type="checkbox"/> Purchased Device (requesting reimbursement – receipt to be submitted with this application) <ul style="list-style-type: none"> <input type="radio"/> Enter Date of Purchase <input style="width: 150px;" type="text"/> 		Student NBEN Number
<input type="checkbox"/> Student requires device (requesting subsidy code)		

Student 2

Student First Name	Student Last Name	Date of Birth (mm-dd-yyyy)
<input type="checkbox"/> Purchased Device (requesting reimbursement – receipt to be submitted with this application) <ul style="list-style-type: none"> <input type="radio"/> Enter Date of Purchase <input style="width: 150px;" type="text"/> 		Student NBEN Number
<input type="checkbox"/> Student requires device (requesting subsidy code)		

Student 3

Student First Name	Student Last Name	Date of Birth (mm-dd-yyyy)
<input type="checkbox"/> Purchased Device (requesting reimbursement – receipt to be submitted with this application) <ul style="list-style-type: none"> <input type="radio"/> Enter Date of Purchase <input style="width: 150px;" type="text"/> 		Student NBEN Number
<input type="checkbox"/> Student requires device (requesting subsidy code)		

Student 4

Student First Name	Student Last Name	Date of Birth (mm-dd-yyyy)
<input type="checkbox"/> Purchased Device (requesting reimbursement – receipt to be submitted with this application) <ul style="list-style-type: none"> <input type="radio"/> Enter Date of Purchase <input type="text"/> 		Student NBEN Number
<input type="checkbox"/> Student requires device (requesting subsidy code)		

Student 5

Student First Name	Student Last Name	Date of Birth (mm-dd-yyyy)
<input type="checkbox"/> Purchased Device (requesting reimbursement – receipt to be submitted with this application) <ul style="list-style-type: none"> <input type="radio"/> Enter Date of Purchase <input type="text"/> 		Student NBEN Number
<input type="checkbox"/> Student requires device (requesting subsidy code)		

Student 6

Student First Name	Student Last Name	Date of Birth (mm-dd-yyyy)
<input type="checkbox"/> Purchased Device (requesting reimbursement – receipt to be submitted with this application) <ul style="list-style-type: none"> <input type="radio"/> Enter Date of Purchase <input type="text"/> 		Student NBEN Number
<input type="checkbox"/> Student requires device (requesting subsidy code)		



Section D - Consent/Privacy Notice/Declaration: Laptop Subsidy Program

The Department of Education and Early Childhood Development (EECD) and school districts collect, use, retain, disclose and dispose of personal information in accordance with the *Right to Information and Protection of Privacy Act (RTIPPA)*, *Personal Health Information Privacy and Access Act (PHIPA)* and all other applicable legislation, regulation or policy.

The personal information collected on this form will be used under the authority of the *Education Act*, which gives the Minister authority to prescribe instructional and other materials and equipment for use in the delivery of any program, service, course or evaluation.

For the purpose of confirming eligibility for and receipt of the laptop subsidy, I consent to:

EECD using the personal information that I have provided in the application for financial assistance, to:

- verify my eligibility for financial assistance; and
- processing the subsequent request once eligibility is determined: including payment and provision of the laptop.

EECD sharing the personal information provided in the application for financial assistance with Service New Brunswick, for the purpose of:

- verifying my eligibility for financial assistance; and
- administering any financial assistance provided to the applicant, including the repayment and collection thereof; and
- for auditing purposes.

All personal information collected on this form will be stored on Government of New Brunswick servers and will be destroyed according to the relevant retention schedules.

If you have any questions regarding the collection, use, disclosure and retention of your personal information, please contact:

Privacy and Information Management Unit
Education and Early Childhood Development
(506) 453-3090
EDrtippa@gnb.ca



Declaration

I am hereby applying for financial assistance from the Department of Education and Early Childhood Development (the Department).

I declare that I have not knowingly made any false statements or misrepresentation in the application or other documents.

I understand that all file information is subject to audit and verification.

I understand that failure to provide complete, accurate and updated information and documentation, either in my application or in response to requests for verification or audit purposes, may preclude me from receiving financial assistance or requiring that I reimburse the Department any previous assistance provided including the amounts of subsidy code(s).

I agree that the financial assistance provided through this program is to be used solely for the purchase or reimbursement of the cost of the device (purchased since March 16, 2020), such as a Laptop, for a student attending a New Brunswick High school between grades 9 – 12 starting in the Fall 2020 school year.

I agree that the student can only receive assistance for a device once during their high school tenure.

I have read the above information in its entirety. I acknowledge that this authorization is valid for the duration of the program(s) or service(s) and the monitoring associated with it.

Signature



Section E – Checklist

Before you submit please verify that you have completed and/or provided the following information:

- ✓ **Mailing Address is correct**
- ✓ **Copies of Proof of Income or Unemployment**
 - **2019 Notice of Assessment**
 - **and/or your last 4 paystubs**
 - **and/or proof of unemployment**
 - * Copy of Notice of Assessment must clearly show your name and line 150
 - * Paystubs must clearly show your name, pay period, and gross amount (before deductions)
- ✓ **Contact phone number**
- ✓ **Student NBEN numbers of your children in high school – contact 1 833 901-1963 or email EECDRTS-EDPERAE@gnb.ca if unable to find Student NBEN.**
- ✓ **Detailed Receipt of purchase : if applying for reimbursement, please include a copy of a detailed receipt that indicates the purchase of a device.**

How to submit your application

Once your application is complete and all required documents are included, submit your application as follows:

Electronically, by attaching this form along with the supporting documents: Lsp-psop@snb.ca

OR By mail to:

SNB Laptop Program
PO Box 5001
Saint John, NB E2L 4Y9

Eligibility Scenarios

ELIGIBILITY	TIME OF PURCHASE	SUBSIDY	DEVICE
Eligible for subsidy	Purchased a device before March 16, 2020	No subsidy will be provided	- Any laptop or tablets that meet the recommended minimum specification; <i>(refer to device specifications)</i> - Smart phones are not recommended.
	Purchased a device between March 16, 2020, and July 22, 2020	- Submit household income through the Parent Portal; - Submit a copy of the detailed receipt of purchase through the Parent Portal to obtain a refund; Note: Application for a refund will be assessed in September 2020.	- Any new laptop or tablet will be eligible for subsidy; - Smart phones are not recommended and not eligible for subsidy.
	Purchased a device after July 22, 2020	OPTION 1 - Submit household income through the Parent Portal; - Submit a copy of the detailed receipt of purchase through the Parent Portal to obtain a refund; Note: Application for a refund will be assessed in September 2020.	- Devices must meet minimum recommended specifications required for subsidy. <i>(refer to device specifications)</i>
		OPTION 2 - Submit household income through Parent Portal to receive a subsidy code; Note: Allow a few days for processing; - Order laptop through IMP (online) with the subsidy code. The code will reduce your cost of purchase by the approved subsidy amount.	- Device provided by IMP meets minimum recommended specifications required for subsidy <i>(refer to device specifications)</i>
Not eligible for subsidy	Purchased a device before March 16, 2020	No subsidy will be provided	- Any laptop or tablet that meets the recommended minimum specification; <i>(refer to device specifications)</i> - Smart phones are not recommended.
	Purchased a device after July 22, 2020	No subsidy will be provided You have the option to purchase a laptop through IMP (online) with the unique code provided below. The cost to purchase will be under \$600 (tax included).	- Device provided by IMP meets minimum recommended specifications required <i>(refer to device specifications)</i>

Device Specifications

- Students will be required to take device to and from school
- Students will be required to access schoolwork online from home
- Students will adhere to Bring Your Own Device (BYOD) policies
- Devices should allow for learning to occur offline, although majority of documents will be stored 'in the cloud'
- Students may be required to participate in online classroom discussions using audio and/or video, along with screen sharing
- Schools will provide one or more tools that will be accessed from device such as, Microsoft Teams, Office 365, Desire 2 Learn, Adobe Connect, etc.

If a student requires a device the following specifications are recommended:

Type	• New Windows Laptop	Storage	• Minimum 64GB of Storage (SSD or Flash is recommended)
Computer & Processor	• Minimum 1.6 GHz (or higher)	Operating System	• Windows 10
Memory	• 8.0 GB RAM	Browsers	• Current web browser is required
Devices	• Built-in: Camera, Microphone, Speakers		
Optional	• Headset/ear buds with microphone and Protective Case. If budget permits, consideration of an extended warranty / accidental damage warranty is recommended		

If a student, already has a device, see below for the minimum required specifications:

	Tablets			Laptops	
	Windows Tablets	Android Tablets	Apple iPads	Windows Laptop	Mac
Operating System	<ul style="list-style-type: none"> • Windows 10 • Windows 8.1 	<ul style="list-style-type: none"> • At least one of the last four major versions: <ul style="list-style-type: none"> • Marshmallow 6.0 – 6.0.1 • Nougat 7.0 – 7.1.2 • Oreo 8.0 – 8.1 • Pie 9.0 	<ul style="list-style-type: none"> • iOS 10.0 or later, however, one of the two most recent versions is recommended • iOS 10 • iOS 11 • iOS 12 • iOS 13 	<ul style="list-style-type: none"> • Windows 10 • Windows 10 S mode • Windows 8.1 	<ul style="list-style-type: none"> • Mac OS X 10.11 El Capitan or later • MacOS 10.13: High Sierra (Lobo) • MacOS 10.14: Mojave (Liberty) • MacOS 10.15: Catalina (Jazz)
Memory				• Minimum 4 GB	• Minimum 4 GB
Storage	• 6GB available storage	• 6GB available storage	• 6GB available storage	• 6GB available storage	• 6GB available storage
Keyboard	• Physical Keyboard	• Physical Keyboard	• Physical Keyboard		
Devices	• Built-in: Camera, Microphone, Speakers				
Browser	• Current browser				
Optional	• Headset / ear buds with microphone and Protective Case				