



Laptop Subsidy Program Application

Dear Parent or Guardian:

The Department of Education and Early Childhood Development Bring Your Own Device program is for students in grades 9 to 12. A laptop or tablet is a required tool to support learning in these grades. This program will allow 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:

Household Income*	Students enrolled in high school who need a device			
	1 st child	2 nd child	3 rd child	Each Additional child
Below \$40,000	\$600	\$600	\$600	\$600
\$40,000 – \$54,999	\$400	\$600	\$600	\$600
\$55,000 - \$69,999	\$200	\$400	\$600	\$600
\$70,000 - \$85,000	\$0	\$200	\$400	\$600

***How household income is calculated:**

Household income is determined by line 150 of your most recent CRA Notice of Assessment for you and your partner. If this does not represent your current income level, you can provide one of the following instead:

- pay stubs for the past 4 consecutive periods
- proof of the last 4 payments received from Employment Insurance (EI)
- proof of the last 4 payments received from CERB

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 need the following information:
 - a. Electronic copies of your most recent Notice of Assessments or your last 4 consecutive pay stubs, for you and your partner.
 - b. The NBEN of each student in grade 9–12 who needs a device and have not previously received a subsidy. (If you are unable to find your student’s NBEN you can contact 1-833-901-1963 or email EECDRTS-EDPERAE@gnb.ca.)
 - c. If you have purchased a device, a detailed receipt of the purchase.

2. 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:

Laptop Subsidy Program
P. O. Box 6000
Fredericton, NB E3B 5H1

3. When we receive your application, **your information will be validated**. Once validated, approved applicants will receive an approval email. If you do not include an email address on your application, this information will be mailed to the address you provide – please expect delays.
 - a. If you applied for a reimbursement, the email will inform you of the reimbursement amount and the details of how you will receive your funds.

 - b. If you applied for a subsidy, the email will inform you of your unique code and the amount of credit it is worth on the IMP Solutions online site. The email will provide details to assist you in completing the purchase of a laptop through IMP Solutions.

 - c. If you did not provide all of the information required, SNB will contact you to request it. If you are contacted but do not reply with the requested information, your application will be cancelled after 60 days.



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	
				(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)	
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 most recent 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"/> Most recent Notice of Assessment		Proof of Income	<input type="checkbox"/> Most recent Notice of Assessment	
	Enter the amount on line #150 from your most recent Notice of Assessment			Enter the amount on line #150 from your most recent 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 enrolled in high school that need a device (and have not yet received a subsidy)?	
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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, such as a Laptop, for a student attending a New Brunswick High school between grades 9 – 12 currently or starting next fall.

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**
 - **Most recent 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:

Laptop Subsidy Program
P. O. Box 6000
Fredericton, NB E3B 5H1

Device Specifications

I need a new device – what should I buy?

Device eligible for subsidy

- 
Windows Laptop or MacBook – Best option
 - built-in keyboard
 - is best equipped to meet all of your coursework needs for long period
 - typically last for many years
 - easily upgradable
- 
Tablet / iPad – An option
 - more delicate and prone to breakage
 - certain client software may not work
 - a keyboard and protective sleeve is strongly recommended

Device not eligible for subsidy

- 
Chromebook – Not recommended
 - limited offline capabilities
 - certain client software may not work
 - likelihood of lasting 4 years is quite low
- 
Refurbished - Not recommended
 - limited warranty
 - likelihood of lasting 4 years is quite low
- 
Phone – Not recommended
 - Limited usability for a long period

Specifications

- 
8 GB or higher of memory (RAM)
- 
64 GB or higher of storage (Hard Drive Size)
 * Solid State Drive (SDD) or Flash is recommended
- 
Windows 10 Operating System or newest Mac OS (only applicable to laptops)
- 
1.6 GHz or higher processor speed (only applicable to Windows Laptops)

If applying for a subsidy, please note:

- You must purchase a device that meets the specifications listed to qualify.
- You are only eligible to receive one subsidy, so it is important to choose a device that will last your entire time in high school.