

**Application for an interest free loan to purchase a Season Ticket**

Applicants should complete sections A and B, read section C and sign the declaration in section D.

**A. Applicant's Details**

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Payroll No. \_\_\_\_\_  
(from payslip)

Home Address: \_\_\_\_\_

**B. Journey Details**

Transport Provider: \_\_\_\_\_

Dates Required: \_\_\_\_\_ To \_\_\_\_\_

Journey Start: \_\_\_\_\_

Journey End: \_\_\_\_\_

Transport Provider: \_\_\_\_\_

Dates Required: \_\_\_\_\_ To \_\_\_\_\_

Journey Start: \_\_\_\_\_

Journey End: \_\_\_\_\_

Loan requested: £ \_\_\_\_\_

(maximum loan is £5000)

Please note that this application form must be supported with the ORIGINAL receipt(s), Loans will not be made in advance of the season ticket being purchased.

**C. Terms and Conditions of the Season Ticket Loan**

The University of Bath ("the University") will make interest free loans available after the purchase of a Season Ticket subject to the following terms and conditions:-

- 1 The loan is repayable within the term of the season ticket, by equal deductions from payroll (see authority mandate below).
- 2 Only applications for public transport season tickets will be considered.
- 3 Season tickets must be valid for a minimum of 6 months.
- 4 The applicant must obtain a proper receipt from the transport provider, and attach the ORIGINAL receipt(s) to the application form, credit card & debit card vouchers or statements are not acceptable forms of support for loan applications. Loans WILL NOT be made in advance of the season ticket being purchased.
- 5 The Maximum loan is £5000 (current at April 2010)
- 6 The University reserves the right to refuse a season ticket loan to an individual at its discretion.
- 7 An employee cannot enter into a season ticket loan aswell as having an interest free loan for a motorcycle.

**D. Declaration and Payroll Deduction Authority**

(to be completed by the employee applying for the loan)

I accept the terms and conditions of the loan as detailed above and understand that this loan must only be used to purchase a Season Ticket, which will predominantly be used for the purposes of travelling to and from work on a regular basis.

I hereby authorise the University of Bath to deduct the amount in B above, directly from my pay, in equal instalments, beginning with the first available payroll run after the loan is made available to me, and to recover in full any outstanding balance if I leave the University's employment before the loan has been repaid in full.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The completed application form, together with the receipt(s) for the Season Ticket should now be sent to the Payroll Office, Wessex House 4.12. When the Payroll Office have received the completed form you should allow 10 working days for the cheque to be issued and ready for collection from the Payroll Office.

**E. Loan approval by Director of Finance**

(or authorised deputy)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**F. Payroll Office use only**

Advance: £ \_\_\_\_\_ Monthly deduction: £ \_\_\_\_\_ No. of deductions: \_\_\_\_\_