

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*: _____

Personal Email*: _____ Personal Telephone*: _____

* These contact details are required and will be used for purposes of this loan application only. They will be kept for 12 months from the end of the tax year in which the loan is repaid in full.

B. Journey Details

Transport Provider

From	To

Dates Required:

Journey Start:

Journey End:

Transport Provider

From	To

Dates Required:

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 maximum amount of loan is £5000.
5. An employee cannot enter into a season ticket loan as well as having an interest free loan for a motorcycle/bicycle.
6. 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.
7. If an employee leaves the employment of the University before the loan is repaid, the balance outstanding will be deducted from the final monthly salary. Where final salary does not cover the outstanding loan, employee will be required to settle the balance by direct payment into University bank account before the last day of their employment at the University.
8. The University reserves the right to refuse a season ticket loan to an individual at its discretion.
9. The loan scheme and any conditions attached to it may be amended by the University. Any alteration in the terms of the scheme would not affect loans outstanding at the time of the variation.

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, Virgil Building 4.12. When the Payroll Office have received the completed form you should allow 10 working days for the payment to be made directly into your bank account.

E. Loan approval by Director of Finance

(or authorised deputy)

Signed: _____

Date: _____

F. Payroll Office use only

Advance: £ _____

Monthly deduction: £ _____

No. of deductions: _____