

Before completing this form please telephone First Dwellington: 678242378 to determine what the cost of your particular season ticket would be.

Please complete Section One of this form in BLOCK CAPITALS, and forward to the Salaries Office, Senate House together with a completed First Bus “Commutacard” application form and a cheque if applicable.

Please note that the University of Bristol terms and conditions supercede the First Bus. "Employing Company Conditions of Issue".

Section One [To be completed by the employee]

Employee's name and home address
(Title / Forename / Surname)

Department

Payroll number _____

Email address

Telephone number

Type of card required

Period of card 52 weeks

Desired starting date / /

✱

Size of loan being applied for £ _____ Employees contribution £ _____

Only required if the total cost of the season ticket is greater than £1500. A cheque for the amount must be included with this application and made payable to the University of Bristol.

I accept the terms and conditions of the loan as stated overleaf

Signed _____ Date ____/____/____

Section Two [To be completed by the Salaries Office]

Total cost of the interest free loan from the University £ _____

[illegible]

The amount of each monthly deduction from salary £ _____

[illegible]

Authorisation of the loan yes / no

Signature _____ Date ____ / ____ / ____

Section Three [To be completed by the employee on collection of their bus season ticket from the Salaries Office]

I the undersigned authorise the University of Bristol to deduct the sum of £ from my salary every month for the next

10 months starting on ____ / ____ / ____ . Season ticket is valid from _____ to _____ .

Signed _____ Date ____ / ____ / ____

For Office Use only:

University of Bristol Terms & Conditions for an Interest Free Loan for the Purposes of Purchasing a Bus Season Ticket from First Bus

An interest free loan is issued by the University of Bristol to salaried members of staff only, subject to the following terms and conditions:

Applying for a bus season ticket

1. The size of loan that the University of Bristol makes to an employee will cover the cost of the bus season ticket up to a maximum of £1500. Hence if an individual wishes to purchase a season ticket costing over £1500, they will need to supply the additional monies when the loan is being applied for in the form of a cheque payable to the University of Bristol.
2. An employee can apply for an Annual bus pass that First Bus sell as part of the Commutacard scheme.
3. An employee can only apply for and be granted one interest free loan at any one time from the University for the purposes of purchasing a bus/train season ticket or the purchase of a bicycle/motorcycle.
4. The season ticket may only be used by the employee who purchased it, predominantly for the purpose of travelling to work.
5. The University of Bristol reserves the right to refuse an application for a bus season ticket loan.

Repaying an interest free loan

6. Repayment of the loan made to an employee to purchase a bus season ticket will be undertaken by direct deduction from the employee's salary, in 10 equal monthly instalments for annual cards.
7. If the employee leaves the employment of the University, the balance of the loan will immediately be repayable.

Procedures if a member of staff permanently leaves the employment of the University of Bristol

8. If an employee leaves the employment of the University of Bristol at any time before the whole loan has been repaid, the balance of the loan will immediately become repayable and will be recovered from the employee's final salary.
9. **Please note that if the balance of the outstanding loan is larger than the employee's final pay cheque, the individual will be required to repay the total outstanding balance before their last date of employment at the University of Bristol.**
10. Once the employee has officially left the University, the direct deduction arrangement from salary for the repayment of the season ticket loan will be cancelled.
11. If the season ticket is returned to the Salaries Office before the member of staff has left the employment of the University, a refund of the outstanding balance of the season ticket will be sought from First Bus.
12. When the University of Bristol has received the outstanding balance of the ticket from First Bus, it will be repaid to the member of staff in the form of a cheque.
13. The refund will be calculated by First Bus from the number of months the ticket was used.

Procedures if a member of staff undergoes a change in circumstances

14. If an employee permanently relocates to an other University site, or has a change in personal circumstances, such that they no longer wish to use their bus season ticket, at any time before the whole loan has been repaid, they must return their season ticket to the Salaries Office.
15. Once the ticket has been returned the balance of the loan will immediately become repayable and will be recovered from the employee's next pay slip.
16. If the balance of the outstanding loan is larger than the next employee pay slip, individual arrangements will be made with the employee for recovering the balance.
17. The University of Bristol will request a refund of the outstanding balance of the season ticket from First Bus.
18. When the University of Bristol has received the outstanding balance of the ticket from First Bus, it will be repaid to the member of staff.

Renewing a bus season ticket

19. Season tickets will NOT be renewed AUTOMATICALLY. The onus will be with you to inform the University of Bristol if you wish your card to be renewed. To renew your card you must inform the University of Bristol at least one month prior to the old card's expiry date.