

Interest-free loan scheme for Public Transport

Season tickets

Please complete Section One in BLOCK CAPITALS and sign Section Two of the Application Form. Once completed, send the form to:

- transport@brookes.ac.uk or Transport Desk: G.01 Lloyd Building, Gipsy Lane

Terms and Conditions

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

Applying for an interest free loan for a public transport season ticket

1. Loans will only be granted to salaried members of Oxford Brookes University staff for the purchase of a season ticket which is suitable for the purpose of travelling to work.
2. The size of loan that Oxford Brookes University makes to an employee will cover the cost of the season ticket up to a maximum of £5000, bikes £2000.
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.
4. Oxford Brookes University reserves the right to refuse an application for a season ticket loan.
5. Proof of purchase of a train season ticket is required. If not produced with a month of receipt of the loan, it will be reversed by Payroll.

Repaying an interest free loan

6. Repayment of the loan made to an employee to purchase a bicycle/motorcycle and/or associated equipment will be undertaken by direct deduction from the employee's salary, in 12 monthly instalments.
7. If the employee leaves the employment of the University, the balance of the loan will immediately be recoverable.
8. The borrower agrees that should he/she at any time fail to comply with any of the above conditions, Oxford Brookes University shall be entitled to terminate the agreement and to deduct any outstanding payments due.
9. If an employee leaves the employment of Oxford Brookes University 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.
10. 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 Oxford Brookes University.

Application Form

Section One [to be completed by the employee applying for the loan]

Employee's name (title / forename / surname) _____

Address _____

Faculty/Department _____

Payroll number _____

Campus _____

Email address _____

Telephone number /Extension Number _____

Name of supplier (circle appropriate supplier) Oxford Bus Company
Stagecoach
National Rail
Other (please specify) _____

Name of Season Ticket to be purchased _____

Total cost of season ticket £ _____

Size of loan being applied for £ _____

Start date of pass _____ or as soon as possible

EXISTING OXFORD BUS COMPANY PASS HOLDERS ONLY

Please write down the long number along the bottom of your 'Keylink' card.

The season ticket will be added to your existing 'Keylink' card remotely. A new card will not be given

DECLARATION [to be completed by the employee applying for the loan]

"I accept the terms and conditions of the loan as stated overleaf and understand that this loan must only be used to purchase public transport season ticket which will predominantly be used for the purposes of travelling to and from work on a regular basis."

Signed _____ Date ____/____/____

AUTHORISATION [to be completed by the Line Manager of the employee applying for loan]

To the best of my knowledge the information contained on this application form is correct

Signature of Line Manager _____ Date ____/____/____

Section Two [to be completed by the employee]

"I, the undersigned, authorise Oxford Brookes University to deduct the sum of £ _____ from my salary every month for the next 12 months starting on ____/____/____".

Signed _____ Date ____/____/____