

## Travel Loans to Employees

### Terms and Conditions

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#### Applying for a Loan

1. Loans are available to assist eligible employees of the University with the purchase of bus, tram or train season tickets, which are suitable for, and purchased primarily for, the employee's home to work travel.

The season ticket purchased with the loan must be one of the University's approved Travel Scheme season tickets and also be for a period of one year.

2. The maximum loan available to an employee for the purchase of season tickets is £2,820 or 5% of gross annual salary (whichever is the greater. Subject to individual approval). An employee may receive loans to assist with the purchase of more than one season ticket, if their home to work journey involves travel with two or more travel companies, but the total loans advanced to the employee is limited to £2,820 or 5% of gross salary in any one year.
3. Before granting a loan the University may, at its discretion, require applicants to provide:
  - proof as to the affordability of the loan repayments the applicant would be required to make if the loan was granted.
  - security to indemnify the University against loss arising from failure to repay the loan.
4. Provision of inaccurate information or failure to disclose to the University information which, if known, may have influenced the decision as to whether to grant a loan will disqualify the employee's application. It will also result in cancellation of any loans already granted to the employee with full repayment of all outstanding balances being required immediately. It may also result in the University considering whether more formal action is appropriate.
5. The University reserves the right to refuse any application for a loan.

#### Interest

Loans are currently interest free. The University reserves the right to review this from time to time and to charge interest on loans at a specified rate.

#### Repayments

1. Repayment is by deduction of instalments from the employee's salary or wages. The instalments are 10 equal monthly instalments. Deductions commence on the first available pay date following the date that the season ticket comes into operation.

The loan repayment period is determined when the loan is approved and will remain unchanged even if the travel company subsequently agrees to amend the season ticket period.

2. If an employee leaves the employment of the University before the whole loan has been repaid, the balance of the loan becomes immediately payable and will be deducted from the employee's final pay cheque. If the outstanding balance on the loan exceeds the employee's final pay cheque, the employee is required to pay the full outstanding balance before their last date of employment. The employee may be eligible for a part refund depending on the travel provider's refund policy or can keep the ticket for continued use. In the first instance, the employee should contact [hrrservices@manchester.ac.uk](mailto:hrrservices@manchester.ac.uk) for advice and assistance.
3. If at any time the borrower fails to comply with these conditions the University is entitled to terminate the loan agreement and deduct any outstanding amounts from any sums due to the borrower, including amounts due in respect of salary, and to demand immediate repayment of any sums not so discharged.

#### Season Tickets

1. Season tickets purchased by the University for employees are subject to the issuing company's terms and conditions.
2. Care of the season ticket is the employee's responsibility. The University accepts no responsibility for any losses arising from theft, loss or damage to the ticket. In the event of ticket theft, loss or damage [hrrservices@manchester.ac.uk](mailto:hrrservices@manchester.ac.uk) should be contacted as soon as possible for advice and support but the employee will be responsible for any charges applied by the travel provider.
3. If for any reason an employee no longer wishes to use their season ticket, the employee should contact [hrrservices@manchester.ac.uk](mailto:hrrservices@manchester.ac.uk) who will provide advice and support with regard to paying outstanding amounts from salary and any refunds due.
4. Season tickets will not be renewed automatically. The onus is on the employee to apply to the University if renewal is required. The application for the loan to purchase the new season ticket should be submitted at least 3 weeks prior to the old ticket's expiry date.