

APPLICATION FORM

Loan from the University of Manchester to purchase a public transport annual season ticket

(Please Note: If you are applying for an **ANNUAL TRAIN TICKET** (including a GM Railcard) **DO NOT USE THIS FORM**. Please use the **ONLINE FORM** which is much quicker and easier. See the [Interest Free Loan](#) webpage for details or contact people-od.operations@manchester.ac.uk x54499 for assistance).

Before completing this form please read the Terms and Conditions of the Loan Scheme and the 'Types of Tickets' information on the Staff Benefits website.

Please complete this form in BLOCK CAPITALS and take it, together with any other necessary supporting information (see 'Types of Tickets' information for guidance), to People & OD Operations, 2nd Floor, Simon Building **at least 3 weeks before the start date of your season ticket.**

SECTION ONE To be completed by the employee applying for the loan

A Your details

Name _____

Home address _____

Department and building _____

Postcode _____

Telephone _____

National insurance No

Payroll Number _____

Email address _____

B Details of the season ticket to be purchased Current Travel Card membership number

(if you have one):

Type of Annual Ticket/s Required:.....
 (Including provider where applicable)

From (tram starting station, if applicable):

To (tram destination station, if applicable):

Total cost of annual ticket: £..... Desired start date:/...../.....

Please note: Please read the 'Types of Tickets' guidance as to whether you need to submit supporting information with this application; particularly if you not currently have a Travel Card membership number for the provider (you may need to submit a passport sized photo)

C Repayment details

If my loan application is approved, repayment will be made by the under noted deductions from my salary, commencing on the first available pay day following collection of my season ticket.

10 monthly instalments of £.....:.....

D Data Protection Notice

The personal information which you have provided by completing this form, and any other information provided in connection with your application, will be used by the University to process your application and to set up and administer the loan process, which will include arrangements for calculating and making payments. We will keep the information you have supplied confidential and will not disclose it to any third party, unless we are required to do so by law, or you have given your consent.

E Declaration by applicant

I confirm that the information which I have given in this form is correct and authorise The University of Manchester to use the information I have provided for the above purposes.

I am applying for a loan of £.....:..... which I confirm is to be used to purchase the above season ticket to be used primarily for my home to work travel.

I accept the terms and conditions of the loan and authorise the University to make appropriate deductions from my salary each month to repay the loan.

None of the terms of this agreement constitute a hire purchase agreement.

Signature

Print Name

Date/...../.....

SECTION TWO

Application Review to be completed by People & OD

Has all information required been provided?

Yes

No

Does the loan applied for fulfil the conditions of the loans scheme?

Yes No

Is the applicant set up as an employee?

Yes No

Is the applicant permanent or fixed term?

(NB: casual staff cannot take part)

Perm Fixed

If fixed term, what is the end date of their contract?

(NB: If the applicant has less than 6 months of payrolls remaining, they cannot take part in the scheme)

Review completed, application approved and ticket ordered (where appropriate)

Name

Initials

Date

SECTION THREE

(to be signed by the employee on collection of their season ticket)

I acknowledge receipt of my season ticket, which is in accordance with my requirements as detailed in section 1 (B) front page.

Signature

Print Name

Date

Payroll set-up (to be completed by Payroll)

Monthly deductions commence date

Input by date Initial

Checked by date Initial