**APPENDIX 7: Loan to Purchase a Public Transport Season Ticket**

**Loan to Purchase a Public Transport Season Ticket Terms and Conditions**

**Applying for a Loan**

Loans are available to assist eligible employees of the Trust with the purchase of 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 for a period of one year.

The maximum loan available to an employee for the purchase of season tickets is £4,500 subject to individual approval. An employee may only receive one loan per year.

Before granting a loan the Trust may, at its discretion, require applicants to provide:

* Evidence as to the affordability of the loan repayments the applicant would be required to make if the loan was granted.
* Evidence of working in the Trust. Loans will not be agreed until applicants have commenced work for the Trust.

Provision of inaccurate information or failure to disclose to the Trust 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 Trust considering whether more formal action is appropriate.

The Trust reserves the right to refuse any application for a loan.

**Interest**

Loans are interest free.

**Repayments**

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.

If an employee leaves the employment of the Trust before the whole loan has been repaid, the balance of the loan becomes immediately payable and will be deducted from the employee’s final monthly pay. 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 if they no longer wish to make use of the ticket. The employee should contact the travel provider directly to progress this.

If at any time the borrower fails to comply with these conditions the Trust 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**

Season tickets purchased by the Trust for employees are subject to the issuing company’s terms and conditions.

Care of the season ticket is the employee’s responsibility. The Trust accepts no responsibility for any losses arising from theft, loss or damage to the ticket. If the ticket is lost or stolen this should be reported to the police and a crime reference number obtained. Replacement tickets should be organised via the relevant transport operator.

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| If for any reason an employee no longer wishes to use their season ticket, the employee should contact the relevant travel operator to organise a refund under the operator’s terms and conditions. Please note that payments via salary will continue until the loan is repaid.  Season tickets will not be renewed automatically. The onus is on the employee to apply to the Trust in a timely manner if renewal is required. The application for the loan to purchase the new season ticket should be submitted at least 4 weeks prior to the old ticket’s expiry date.  **How the Scheme Operates**  A member of staff can apply for an annual train season ticket loan. The Payroll Department will undertake an affordability check and assuming this is approved, the payroll department will forward it on to the cashiers to purchase the train ticket. The cashiers will then arrange for the staff member to claim the season ticket and inform Payroll it has been collected. The member of staff then repays the cost of the ticket by monthly instalments directly from their salary.  **How to apply for a public transport season ticket loan:**   1. Complete the application form.   Please note:   * + Applicants must be a salaried employee of The Great Western Hospitals NHS Foundation Trust, paid monthly through its payroll system and have a payroll number.   + Season tickets must be for one year.   + The maximum value of the loan available is £4,500.   Please note that this is subject to individual approval.  Whether you are renewing your season ticket or making an application for the first time, you will need **to complete the Trust’s loan application form.**  **Please note: You MUST purchase a 12 months season ticket; otherwise the agreement will be annulled.**   1. The applicant sends the completed application form to the Payroll Department. 2. The Payroll Department will check the application to ensure the applicant is eligible to apply and that their application meets all of the loan criteria. If the loan application is successful and is approved by the Payroll Department the applicant will be informed. 3. Payroll will then arrange for the season ticket to be purchased by the cashiers. 4. Once the season ticket has been collected Payroll will be informed and deductions will commence in the first month that the season ticket comes into operation.   **How to repay the loan**  Repayment of the loan will be by direct deductions from the applicant’s net salary and will commence from the first available pay date after the season ticket comes into operation. Repayment will be made in 10 equal monthly instalments. If the applicant ceases to be employed by the Trust before the loan is fully repaid, the outstanding balance on the loan must be cleared before the last day of employment by the Trust. |  |

**Loan to Purchase a Public Transport Season Ticket Application Form**

**Office Use Only- Date Received – Stamp Here:**

Applicant Number:

Handled by (Initial):

Status:

Notes:

Before completing this form please read the terms and conditions of the Loan Scheme and determines the cost of your particular season ticket.

Please complete this form in Block Capitals and send it to the Payroll Department **at least 4 weeks before the start date of your season ticket.**

*The personal information which you have provided by completing this form, and any other information provided in connection with your application, will be used 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.*

**Personal Information**

Title: (Mr / Mrs / Ms / Dr / Revd/Other) (please delete as appropriate)

Forename(s):

Surname:

Work contact details:

Department:……………………………………………………………………………………………………………………..

Telephone number:………………………………………………………………………………………………………………

Email address:……………………………………………………………………………………………………………………

Employee Number (8 digit number – check your payslip)

Total cost of season ticket £

Loan Applied for £

**What is your *c*urrent grade (job banding)**

**Applicant Signature**

I confirm that the information which I have given in this form is correct and authorise the Great Western Hospital NHS Foundation Trust 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.

Signed: Date:

Print Name: