Apply for your discounted pass to:

**Transport Team**  
**Security and Transport Centre**  
**University of Kent**  
**Canterbury**  
**CT2 7NQ**  
**01227 823609**

**For bus times:**

**nationwide bus times**  
**traveline**  
**public transport info**  
*0871 200 22 33*  
@StagecoachSE  
southeast.enquiries@stagecoachbus.com  
stagecoachbus.com  
or write to  
Stagecoach South East  
Customer Services  
The Bus Station  
St. George’s Lane  
Canterbury  
CT1 2SY

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**Payment**

Cash  
Credit/Debit card  
Cheque (payable to UniKent)  
Monthly salary deductions*  

From time to time Stagecoach may wish to tell you about new products and promotions. Please tick this box if you do not want to receive this information.

*refer to ‘How to pay’ within leaflet
Please sign below to confirm that you understand and agree to the conditions of issue.

**Signature:**

**Date:**
Discounted bus travel for University staff

Employees of the University of Kent or Kent Union are entitled to discounts on Stagecoach South East buses.

For staff who live in Canterbury, there’s a Canterbury mega rider ticket for travel within the ticket zone shown on the right.

If you live outside the Canterbury ticket boundary, get a South East mega rider ticket for unlimited travel on all Stagecoach buses in Kent and East Sussex.

Whichever option you choose, you can purchase a ticket for either 13 weeks, 36 weeks or a calendar year (52 weeks). This also includes all holidays and weekends.

Tickets will be issued as smartcards that need to be scanned when you first get on the bus. If you leave employment at the University of Kent or Kent Union, the smartcard will be deactivated.

How much does it cost?

<table>
<thead>
<tr>
<th></th>
<th>Canterbury mega rider</th>
<th>South East mega rider</th>
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</thead>
<tbody>
<tr>
<td>Standard Price</td>
<td>£173*</td>
<td>£290.50*</td>
</tr>
<tr>
<td>Uni Staff Price</td>
<td>£116</td>
<td>£163</td>
</tr>
<tr>
<td>13 Weeks</td>
<td>£477*</td>
<td>£801*</td>
</tr>
<tr>
<td>36 Weeks</td>
<td>£318</td>
<td>£418</td>
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<tr>
<td>52 Weeks</td>
<td>£435</td>
<td>£530</td>
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Payments can be paid in full by cash, credit/debit card or cheque made payable to UniKent. All salaried staff (not including paid on timesheet) where the length of contract exceeds the duration of the ticket can choose to have monthly payments deducted from their salary for 36 and 52 week tickets subject to signing a formal salary advance agreement with the University of Kent.

How to apply?

Complete the application form overleaf and apply to the Transport Team, Security and Transport Centre, Canterbury Campus. After application, the Transport Team will email you to let you know when your bus pass is ready for collection from the Security and Transport Centre, it’s usually within 2 working days.

Tickets are only available from the Transport Team and are only valid for travel by the member of staff who purchased the ticket.

Tickets brought from unauthorised suppliers or used by other people will be confiscated and the holder may be liable to sanctions listed in the University of Kent’s Regulations for the Management of Traffic or Stagecoach may fine or prosecute.

The University of Kent and/or Stagecoach have the right to refuse an application to purchase a discounted ticket.

Salary Advance Agreement

If you wish to pay for your bus pass via monthly salary deductions you will be asked to read and sign a salary advance agreement. This is an agreement between yourself and the University of Kent which enables the University to provide, subject to approval, interest free credit by making payment to Stagecoach South East for a bus pass on your behalf and in accordance with the terms of this agreement. You must adhere to all conditions of the advance listed in the agreement at all times during the term of the bus pass including informing the Transport Team if you are leaving employment at the University of Kent/Kent Union and returning your bus pass. 36 week bus passes will be deducted over 8 monthly deductions and 52 week bus passes will be deducted over 11 monthly deductions.

Using your pass

Smartcards can only be used in the applicable ticket zone(s). mega rider and South East mega rider are not valid on bus journeys operated by any other bus company.

Upon leaving your employment

If you cease to be an employee of the University of Kent/Kent Union you must return the pass on or before your last day of employment. On return of your bus pass, the Transport Team will arrange for any monies owed, calculated as per the sum below to be returned to anyone who has paid in full. If paid by salary deductions this will be calculated within your final salary as per the salary advance agreement. Your smartcard will then be deactivated. If you do not return your pass to the Transport Team, your smartcard will be deactivated and no longer useable.

Monies owed will be calculated using the following equation:

Monies owed = \[ \frac{\text{Total price of discounted pass}}{12 \times \text{the number of full months remaining on the pass}} \]

Registering your smartcard

It is important to register your smartcard using its unique 18 digit code on the back. Registering your card means that your tickets are protected if your smartcard is lost or stolen. Visit www.stagecoachbus.com/login to register your card.

Lost or stolen pass

If you lose your pass, contact Stagecoach South East with a crime reference or lost property reference number from the police. A charge of £5 will be made for a replacement, only one replacement per year.