

Staff Salary Advance Scheme for assistance with Stagecoach bus season ticket

Introduction

1. The University (UoK) is able to provide, subject to approval, interest free credit by making payment to the Stagecoach Bus Company for a bus season ticket on your behalf and in accordance with the terms of this agreement.

Purpose of the Advance:

2. UoK may agree to provide interest free credit in the form of a bus season ticket with the purpose of providing staff with a means of travel to and from their location of work.

Conditions of the Advance:

3. Applicants must have been employed at UoK on the date of the application, or have accepted an employment offer on or before that date. Applicants should not be under notice with UoK, should not have submitted their resignation and must certify that they do not intend to do so in the next three months.
4. An applicant working under a fixed term contract with UoK must ensure that they have the offer of continued employment for at least the term of the bus pass from the month following the month of application.
5. The Advance is provided for the purposes of enabling the staff member to travel to and from their place of work.
6. The Advance will be recovered from the staff member by UoK over an agreed period of 8 months for 36 week tickets and 11 months for 52 week tickets (up to a maximum of 11 months) by way of equal deductions from monthly salary, and the application for an Advance will constitute confirmation of the member of staff's agreement to those deductions.
7. In the event of the staff member leaving employment with UoK, then the staff member agrees to inform the transport team that they are leaving and return their bus pass to the Security and Transport Centre before the last day of service so that salary deductions can be stopped. Once the staff member has left employment, the Smartcard bus pass will be invalidated and no longer useable. If a staff member leaves in the middle of a month, payments will continue until the end of that month.
8. Staff are expected to ensure they have reviewed their financial position and to certify that they have done so and are content that the repayments of the Advance are affordable, taking financial advice if necessary.
9. In the event that the staff member's earnings become insufficient to recover the agreed monthly repayment, the member of staff will notify the Payroll Office and enter into further discussion about recovery arrangements.
10. In all circumstances where the monthly repayments are not met UoK reserves the right to exercise all appropriate measures to collect the outstanding Advance balance.
11. UoK retains an absolute discretion to refuse any application should it decide it is in the best interests of UoK to do so, and is not obliged to provide reasons for such refusal.

Procedure for the Scheme:

12. The staff member applying should complete, sign and submit the request form below and bring it to the Security and Transport Centre with their completed bus pass application form.
13. The Transport Team will perform further checks on the application details. If the request is approved, the Transport Team will provide written confirmation to the applicant of the express Advance terms, including: the total amount to be advanced, the term of repayment, the monthly repayment amount and all applicable timings as to when repayment deductions will be taken.

Application Form for Staff Salary Advance Scheme for assistance with Stagecoach bus season ticket

1. Applicant details

Name: _____ Employee number: _____

School/ Dept: _____

Work Email Address: _____

2. Type of Ticket required

Please indicate the type of ticket required by ticking the relevant box below:

	36 week	52 week
Canterbury Mega Rider Ticket	£318 <input type="checkbox"/>	£435 <input type="checkbox"/>
South East Mega Rider Ticket	£418 <input type="checkbox"/>	£530 <input type="checkbox"/>

3. Repayment

Complete this section only if you wish to repay the advance over a shorter period than the 8 or 11 month period mentioned above. Tick box and enter number of months.

- I wish the debt to be recovered over a shorter period than 11 months and request that the UoK recover the advance over a shorter period of [] months.

If you cease 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 over a shorter period of time. This will be calculated within your final salary. Monies owed will be calculated using the following equation:

Total price of discounted bus pass
12 months X Number of full months left on the permit

4. Declarations

- I agree to recovery of this Advance by equal instalments over 8 or 11 months (or over any shorter term as may be indicated in section 3, above) from my monthly pay, commencing with the first salary payment after the Advance has been made.

- In the event that I leave employment with the UoK before the salary Advance has been fully recovered, I undertake to inform the Transport Team and return my bus pass before my last day of service and understand that my Smartcard will cease to work.
- In the event that my monthly earnings are insufficient to meet my monthly repayments I undertake to discuss plans to repay my Advance with the Payroll Office.
- I understand that an Advance is provided for the purposes of enabling me to obtain a Stagecoach season ticket to enable me to travel to and from my place of work.
- I confirm that in making this application I have fully considered my financial circumstances, including taking independent financial advice where appropriate, and certify that I regard the proposed loan repayments as affordable for the duration of the loan

Please sign to confirm your acceptance of the conditions of the Advance and the Declarations made above

Signature:

Date:
