



**APPLICATION FOR ANNUAL SEASON TICKET LOAN**

**APPLICANT'S DETAILS**

Surname:	Forename:	Title
Home Address:		
Department:	Employee Number:	
End date of temporary/fixed term contract <i>(if applicable)</i> :		

**JOURNEY DETAILS**

Transport Provider:		
Dates Required:		To
<i>Please state the correct name of the two terminal stations/stops</i>		
Journey Start:		
Journey End:		
Via <i>(if applicable)</i> :		

**LOAN DETAILS**

Season Ticket Loan Amount	£
<i>Payment will be made directly to you by BACS transfer. Please provide your bank details below.</i>	
Name of Bank:	
Account Name:	
Account No.:	
Sort Code:	
Bank Address:	

**DECLARATION**

<p><i>Please send a copy your receipt to the Payroll Office within 15 days of the purchase of the season ticket.</i></p> <p>I authorise the College to deduct the full amount of the loan from my next salary payment if a copy of this receipt is not received within 1 month of the BACS payment.</p> <p>I agree to the repayment of the loan by the deduction of twelve monthly instalments from payment of my salary.</p> <p>In the event of my leaving the service of the College before the loan is repaid, I authorise the College to deduct the balance outstanding from my salary during the notice period.</p>	
Signature:	Date:

*Please return this form to the Human Resources Department.*

HR Authorisation	
Signature:	Date:

*Please forward this form to the Payroll Office*