



# MCard

Save **15%** on the cost of travelling on buses and trains in West Yorkshire.

Purchase an annual MCard through the University and pay for it in monthly instalments direct from your salary.

## Annual MCard Costs

15% DISCOUNT PRICES*	
Bus Only Zone (1-5)	£759.05
Bus & Train Zone 1-3	£967.30
Bus & Train Zone 1-4	£1136.45
Bus & Train Zone 1-5	£1364.25
Bus & Train Zone 2-5	£952.85



\*PRICES ARE SUBJECT TO ANY FUTURE INCREASES AS DICTATED BY METRO



## **MCards Commencing 1<sup>st</sup> February 2017**

### **How to Apply**

#### **Renewals:**

Print out and complete **both** application forms. Please make sure you complete all sections of the forms. Incomplete forms will not be accepted. **NO** photograph required.

#### **New Applications:**

Print out and complete **both** application forms. Please make sure you complete all sections of the forms. Incomplete forms will not be accepted. Attach one recent full-faced colour passport standard photograph.

Seal your application forms (and photograph if a new application) in an envelope and return to The Staff Benefits Department, Room 11.11, E.C. Stoner Building, LS2 9JT, by **Monday 19<sup>th</sup> December**

- The purpose of this Scheme is to provide discounted payment terms for staff. The University is not involved, nor liable, for the delivery of Metro services. Staff has a separate contract with Metro for delivery of their services. Metro's conditions relating to the use of their MCard are available at <http://wymetro.com/TicketsAndPasses/MetroCards/metrocardsconditions>
- The card commences 1st February 2017 & expires 31st May 2017.
- 2 monthly deductions are made direct from your salary starting in February 2017.
- No deductions will be made in April and May 2017.
- A Bus-Only MCard is valid on virtually all the services of all bus operators within West Yorkshire.
- A zonal MCard is valid on all buses plus rail zones of your choice.
- The MCard is for unlimited use at any time of the day, for the duration of the card.
- These Conditions (including payment terms) remain subject to any change required by Metro.
- The enclosed frequently asked questions provide further details regarding the Scheme

**THE DEADLINE FOR APPLICATIONS FOR M CARDS COMMENCING**

**1<sup>ST</sup> FEBRUARY IS MONDAY 19<sup>TH</sup> DECEMBER**



# APPLICATION FORM

Please read the notes on the reverse before completing this application

Title Mr  Mrs  Miss  Ms  Other

First name\*

Middle name(s)

Family name\*

House/flat No.\*

House/flat name

Street\*

Town/City\*

Post Code\*

Date of Birth\*\*   /   /      \*\* Required for security verification

Daytime Tel. No.\*

Mobile Tel. No.

E-mail address

Employer\*

Ticket required\* Bus only  Z1 - 3 inc bus  Z1 - 4 inc bus  Z1 - 5 inc bus  Z2-5 inc bus

Please tick the appropriate box

Serial number of current PhotoCard

\*Mandatory

**Declaration**  
 I apply for a Annual MCard and certify that the details given herein are correct and agree that I shall comply in every respect to the conditions of use.

Signature ..... Date   /   /

Metro processes all data in accordance with the principles of good information handling contained in the Data Protection Act 1998. We will not sell this information to any other persons or organisations. However, the data collected may be used to provide you with information about services offered by Metro or public bus, rail operators or other persons or organisations working in partnership with Metro.

If you wish to receive such information please tick this box

Attach photograph here

Please remove backing

**Applications Only**  
**FOR ISSUING OFFICE USE ONLY**

	MCard Number	Commencement date	Expiry date
INITIAL ISSUE	<input type="text"/>	<input type="text"/>	<input type="text"/>



**Please read the following notes carefully before completing this form.**

Please make sure you complete all mandatory sections of this form and make sure it is signed and dated.

Incomplete forms will not be accepted.



THE UNIVERSITY OF LEEDS DEDUCTION APPLICATION

MCARDS COMMENCING 1<sup>st</sup> FEBRUARY 2017

TITLE \_\_\_\_\_

FIRST NAME \_\_\_\_\_

SURNAME \_\_\_\_\_

PAYROLL NUMBER \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

WORK EMAIL/PHONE \_\_\_\_\_

NEW OR RENEWAL? \_\_\_\_\_

I wish to purchase the following MCard:

<b>ANNUAL MCARD Valid until 31<sup>st</sup> May 2016</b>	<b>TOTAL COST</b>	<b>MONTHLY DEDUCTION (Feb 2017)</b>	<b>FINAL DEDUCTION (March 2017)</b>	<b>TICK</b>
<b>BUS ONLY</b>	£253.02	£126.51	£126.51	
<b>RAILCARD-ZONES 1-3</b>	£322.43	£161.22	£161.21	
<b>RAILCARD-ZONES 1-4</b>	£378.82	£189.41	£189.41	
<b>RAILCARD-ZONES 1-5</b>	£454.75	£227.38	£227.37	
<b>RAILCARD ZONES 2-5</b>	£317.62	£158.81	£158.81	

A list of zones can be found on page 8 of this document.

**I, the undersigned, agree to purchase this card from the University. I confirm that I have read, understood and agree to all the conditions laid out in this document. I certify that the details given herein are correct.**

Upon signing this agreement deductions at the appropriate rate will commence from your salary automatically effective from the date of issue of the MCard.

Signed..... Date.....

## **MCARD FREQUENTLY ASKED QUESTIONS (PART OF CONDITIONS)**

**(Please read and retain for future reference)**

### **Q. What happens if I lose my MCard Annual Pass?**

If you lose your MCard Annual Pass, it is possible to arrange a replacement. However, there is an administration fee of £5 and you are only allowed one replacement.

To apply for a replacement you will need to call Metro's CIT Department, on either 0113 2517 271 or 0113 2517 495, where a replacement MCard will be ordered. Please note that the replacement MCard will not be immediately available, as the order system takes up to 7-10 working days to produce the card. The replacement MCard will be sent to your home address.

### **Q. What happens if my MCard Annual Pass is damaged?**

Damaged MCards may be exchanged without charge.

To apply for a replacement you will need to call Metro's CIT Department, on either 0113 2517 271 or 0113 2517 495, where a replacement MCard will be ordered. Please note that the replacement MCard will not be immediately available, as the order system takes up to 7-10 working days to produce the card. The replacement MCard will be sent to your home address.

### **Q. What happens if I want to change the type of MCard Annual Pass?**

It is possible to upgrade or downgrade the type of MCard Annual Pass you are using.

If you want to do this, please contact the Staff Benefits Team (Ext 33966). A new MCard Annual Pass will be ordered and changes will be made to your deductions accordingly.

### **Q. What if I'm leaving the University/going on maternity leave or decide I don't need/want my card anymore?**

For those leaving the University or going on maternity leave or those who wish to opt out of the Scheme, three options are available:

1. You can return the card to the Staff Benefits Department on, or before, your last working day and your payments will cease. If you are leaving the University or wish to stop using the card in the middle of a month, you would be required to pay for the whole month unless the card is returned by the last day of the previous month. No refunds apply to replacement cards.

**Please note that cards cannot be returned in April or May 2017.**

2. You can retain your MCard and the outstanding balance can be deducted from your final salary (if you are leaving the University)
3. You can retain your MCard and the outstanding balance can be paid for by cheque or cash before your date of leaving.

Please contact the Staff Benefits Department for the appropriate forms, to confirm your decision and if necessary to make arrangements to pay the outstanding amount due on the card. If this arrangement is not followed, the University reserves the right to deduct any outstanding monies from your salary.

**If you have had a replacement card and wish to return your card please also note:**

The University pays in advance for your MCard and Metro will not refund us if you have had a replacement card. Therefore if you have lost your card during the year and have had a replacement you will **not** be able to opt out of the scheme and payments **must** continue for the remainder of the year.

If your employment terminates before March 2017 you will be required to pay for the remaining months in the payment period before you leave.

If this arrangement is not followed, the University again reserves the right to deduct any outstanding monies from your salary.

**Q. When do I start paying for my card?**

Deductions will be taken directly from your salary on a monthly basis. This will either be the last working day of the month or the last working day before the 17<sup>th</sup> (for Ancillary and Technical Staff). The deductions will commence from your salary automatically effective from the date of issue of the MCard.

**Q. Can I apply for a card to commence in April and May?**

No - This is because Metro does not accept applications during this time period. It is also because we do not charge people during April and May. In order to have a card which lasts throughout April and May you will need to have purchased a card to commence no later than March.

The University's annual renewal process commences in June, so you will need to re-apply again in March & April to renew. All cards expire in May.

**Q. Why do short-term cards expire in May?**

The University's annual renewal process commences in June, so all cards expire in May to coincide with this.

**Q. What do I have to do if I change my details on my card (eg Name)?**

If you want to do this, please contact Metro's CIT Department (0113 2517 271 or 0113 2517 495) to arrange an appointment at Metro's offices. A new MCard Annual Pass will be ordered and changes will be made to the annual pass accordingly. There is an administration fee of £5.

Please note that a replacement MCard will not be immediately available, as the order system takes up to 7-10 working days. The replacement MCard will be delivered to your home address.

**University Of Leeds**

✉ Staff Benefits Department  
11.11, EC Stoner Building  
Leeds, LS2 9JT  
☎ 0113 34 33966  
[staffbenefits@leeds.ac.uk](mailto:staffbenefits@leeds.ac.uk)

**Metro**

✉ WYCA  
Wellington House  
40/50 Wellington Street  
Leeds, LS1 2DE  
☎ 0113 251 7271

**GUIDE TO THE METROCARD RAIL ZONES**

**Please note: All cards include bus travel throughout West Yorkshire.**

<b>ZONE 1</b>	<b>ZONE 2</b>	<b>ZONE 3</b>	<b>ZONE 4</b>	<b>ZONE 5</b>
Leeds	Batley Bramley Burley Park Cottingley Cross Gates East Garforth Garforth Headingley Horsforth Morley New Pudsey Outwood Woodlesford	Baildon Bingley Bradford - Forster Square Bradford - Interchange Burley in Wharfedale Castleford Crossflatts Dewsbury Featherstone Frizinghall Knottingley Guiseley Menston Micklefield Mirfield Normanton Pontefract - Baghill Pontefract - Monkhill Pontefract - Tanshelf Ravensthorpe Saltaire Sandal and Agbrigg Shipley Streethouse Wakefield - Kirkgate Wakefield - Westgate	Ben Rhydding Deighton Fitzwilliam Halifax Ilkley Keighley	Berry Brow Brockholes Darton Denby Dale Hebden Bridge Honley Huddersfield Lockwood Marsden Moorthorpe Mytholmroyd Shepley Slaithwaite South Elmsall Sowerby Bridge Steeton and Silsden Stocksmoor Todmorden Walsden