

Rail Loan Terms and Conditions

As part of our commitment to lower car usage and to encourage the use of public transport, the University of Leeds offer 'interest free loans' for staff to purchase annual season tickets.

The Loan

The loan is provided to purchase an annual rail season ticket for standard class and for one adult only, up to a price of £4,000. If the ticket price exceeds £4,000, a bank transfer will be required. This must be paid before the application is processed.

The ticket must be used for, or as part of, your commute to the University of Leeds. You must have a contract of employment with the University that runs for at least a year.

Repaying the Loan

Ten monthly payroll deductions will be made over the period of one year to cover the loan.

Deductions will commence from the next available pay date after receipt of the ticket.

If, temporarily, your salary is insufficient to meet the required deductions, the University will recover outstanding amounts immediately from future salary payments.

Collecting your ticket

Tickets no longer come to the University; it will be sent out to whichever address you put on the form.

Leaving the University

In the first instance, please inform the Staff Benefits Team at staffbenefits@leeds.ac.uk and Northern Rail at cecfulfillment@northernrailway.co.uk

If you leave the University there are two options:

1. Pay the outstanding balance prior to your leaving date and you will be able to continue to use the ticket until its expiry date.
2. Send a photo of the cut-up card to cecfulfillment@northernrailway.co.uk and staffbenefits@leeds.ac.uk

If you are leaving the University and do not make arrangements to return your ticket, the full balance of the outstanding amount will be deducted from your final salary

No longer requiring your ticket

If you no longer require your ticket, please contact the Staff Benefits Team at staffbenefits@leeds.ac.uk and Northern Rail at cecfulfillment@northernrailway.co.uk

Where a card is returned part way through a month (because you are leaving or no longer wish to use the card), a full month's deduction will be made for that month.

Losing your ticket

If you lose your ticket, please inform Northern Rail at cecfulfillment@northernrailway.co.uk to let them know. A £10 admin fee will be payable.

The University pays in advance for the season ticket and Northern will not give a refund on replacement cards. If you lose your card and apply for a replacement card, you will NOT be able to opt out of the scheme, even if you leave the University. Payments must continue for the remainder of the year. If these arrangements are not followed, the University reserves the right to deduct any outstanding monies from your salary.

Northern is not obliged to offer a second replacement ticket during a one-year period.

Damaged ticket

If your ticket is damaged, a replacement can be issued. You need to contact Northern Rail at cecfulfillment@northernrailway.co.uk to let them know.

Submission of the application form by the employee is deemed to be confirmation of their understanding and agreement to the above Terms and Conditions.

The care of the ticket is the responsibility of the employee. Your company or provider of the ticket cannot take any responsibility for any losses arising from theft, loss or damage.

Tickets will not be renewed automatically.

Northern refund policy: the refund value is calculated on the number of days and months it has been used up to 40 weeks and is not calculated as a pro rata amount of the annual season ticket. There is no refund value on an annual season ticket after 40 weeks use.

Supplier terms and conditions for usage can be found at www.northernrailway.co.uk

In all events, the decision of Northern is final.