

## **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 £3,000. If the ticket price exceeds £3,000, a cheque for the balance, made payable to the University of Leeds, will be required. This must be paid via the Staff Benefits Team before the application is processed.

Only train tickets between a destination outside West Yorkshire and Leeds may be purchased.

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 are to be collected from the Staff Benefits Office, 11.11 E C Stoner Building.

### **Leaving the University**

In the first instance, please inform the Staff Benefits Office (ext. 33966).

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. Return the ticket to the Staff Benefits Team on, or before, your last working day at the University. Your deductions will cease.

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 Office (ext. 33966). You must return the ticket to the Staff Benefits Team and your deductions will cease.

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, contact the Staff Benefits Team who will arrange for a duplicate ticket. This can be collected from the Specialised Sales Office at Leeds Station (9am – 5pm). A £10 admin fee will be payable.

The University pays in advance for the season ticket and Northern Rail 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 Rail 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 the Staff Benefits Team and they will arrange for a replacement ticket. This can be collected from the Specialised Sales Office at Leeds Station (9am – 5pm).

**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 Rail 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 on the Northern Rail website.**

**In all events, the decision of Northern Rail is final.**