

Interest Free Ticket Loans

Terms and Conditions

An interest free season ticket loan may only be issued to University employees who have a contract issued from Human Resources, subject to following terms & conditions:

Time period

You can apply for a season ticket loan at any point during the year.

Repayments will be taken from the next available pay period – this is dependent on whether the application was made prior to the [payroll deadline](#) for that month.

Note, it is not possible to request a ticket more than one month in advance.

Leaving the University

If an employee leaves the University at any time before the whole loan has been repaid, the balance of the loan will immediately become repayable and will be recovered from the employee's final salary.

Final salary

If, however, the outstanding balance of the loan is larger than the employee's final pay, the individual must repay the total outstanding balance before their last date of employment at the University.

Change in personal circumstances

If you have a change in personal circumstances, such that you are no longer able to use the season ticket, or no longer wish to use it, at any time before the whole loan has been repaid, you may request a refund by selecting "manage your account" on the [Let's Commute website](#).

Once the ticket has been returned the balance of the loan will immediately become repayable. The supplier will issue a refund directly to the University and the outstanding balance will be recovered from the employee's next pay. If the balance of the outstanding loan is larger than the employee's next net salary payment, individual arrangements will be made with the employee for recovering the balance.

By making this application, you are agreeing to the terms and conditions as stated above and acknowledge that the loan will be repaid by deductions from your net salary including any lump sum repayment at the point of termination.

Looking after an annual season ticket

Care of the Season Ticket is the employee's responsibility. Any replacement costs are the responsibility of the employee.

Renewing an annual season ticket

An interest free season ticket loan is NOT renewed automatically.

The employee must submit a new loan application at least one month prior to any annual season ticket expiry date if you wish to renew your season ticket in good time.