Travel to Work Loan Scheme Application Form

Staff on a contract of three months or more can apply for a travel to work loan, which is an interest free loan, up to the value of one month’s net pay, or up to a maximum of £2,500, whichever is the lesser amount.

The loan will be for the purpose of purchasing an annual bus or rail ticket (the Travel to Work Loan cannot be used for tickets of a duration of less than a year) at standard class travel, or to assist with the purchase of a bicycle and associated safety equipment. You will need to produce receipts as proof of purchase.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | |
| Full Name |  | | | | | | |
| Department |  | | | | | | |
| Home Address |  | | | | | | |
| Email address |  | | | | | | |
| End of contract date |  | | | | | | |
| **Loan Details** | | | | | | | |
| I wish to apply for a Travel to Work loan of | | | £ |  |  | *(total cost,*  *including VAT)* | |
| This loan will be used for (tick as appropriate): | | | | | | | |
| Rail season ticket | |  | Bus season ticket | | | |  |
| Bicycle purchase | |  | Bicycle safety equipment | | | |  |

|  |  |  |
| --- | --- | --- |
| **Season Ticket Loan Details** | | |
| Valid between (stations/stops) | and | |
| Period of season ticket | From: To: | |
| **OR** | | |
| **Bicycle Purchase Details**  List bicycle and any associated safety equipment costs | | |
|  | | £ |
|  | | £ |
|  | | £ |
| Total | | £ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Loan Agreement** | | | |
| The loan is given on the agreement that:   * It is for your own travel to work use. * It is not used for any other purpose than that stated in the application form. * You agree that the repayment is done by deduction from your salary of 12 equal monthly payments. * The College will make no refunds or replacements for lost or stolen season tickets or lost or stolen bicycles. * If you leave employment before completion of the repayment of the loan, the balance will be deducted from your final salary payment. * You will obtain appropriate insurance against loss, theft and personal insurance of any bicycle and/or season ticket. * If the bicycle is sold before the end of the repayment period, you will notify the College’s Payroll Section and the full balance outstanding will be repayable immediately. * If you embark on extended unpaid leave you will notify the Payroll Section to discuss any revision to the repayment period * If you do not comply with the conditions of the loan, the agreement may be terminated and immediate repayment of the loan may be requested. | | | |
| I have read, understood and accepted the conditions of the loan agreement | | | |
| **Signature** |  | **Date** |  |

**Please tick here give consent to the College to process and store your personal information \***  
 Clare College takes your privacy seriously. We will only use your personal information to process and administer your request and to provide you with the services you have requested from us. Clare College processes and stores personal information in accordance with data protection legislation and in accordance with the [College’s Data Protection Policy](http://www.clare.cam.ac.uk/Data-Protection-Scheme/).

PLEASE SEND COMPLETED FORM TO

[hr@clare.cam.ac.uk](mailto:hr@clare.cam.ac.uk)