

Bicycle Scheme Application Notes

Stage 1 You can apply online or in person, applications are available from the Sports Centre Reception, Bolton One.

Stage 2: Submit your application. If you apply online your application will automatically be sent to the Sports Centre and they will endeavour to contact, you within 3 working days of applying. If you wish to apply on a paper based application please return this to the Sports Centre Reception, Bolton One.

Stage 3: Staff from the Sports Centre will confirm when a bicycle and helmet has been assigned to you by means of email to your University email address.

Stage 4: Once you have had the confirmation email you will be required to:

- 1) print and complete the loan or purchase agreement terms and conditions that you have been sent
- 2) watch three short safety videos that we will provide the link to in the email we send you and complete the confirmation form to state you have watched each video
- 3) pay the refundable deposit of £50.00 or the purchase cost of £75.00.

You can pay by in person at the Cashiers Office or online using the link here: <https://www.bolton.ac.uk/student-life/fees-and-funding/payments/>

Your completed terms and conditions along with the confirmation slip confirming you have watched the three safety videos should be returned to Sports Centre Reception, Bolton One or by email to sportscentre@bolton.ac.uk

Stage 5: Once we have received a completed application, your signed loan/purchase agreement, confirmation of watching the safety videos and we have received your deposit/payment you will be invited to book a slot online to collect your bicycle. The invitation for the click and collect service will be sent to your university email address.

Stage 6: You will need to book a slot online to collect your bicycle, helmet and information pack. You will have been sent details of how to book your slot only once we have received your signed loan or purchase agreement, confirmation of watching the safety videos and confirmation you have paid a deposit of £50 or a purchase payment of £75. The slot you book must be within your allocated sessions for attending campus, students will not be able to collect a bicycle outside of their allocated campus access sessions.

Stage 7: Collection - you must attend the slot you have booked, please do not arrive early or late. If you are early you will be asked to return at the time you booked, if you are late you will need to contact us on 01204 903172 to book an alternative time. Collection slots are being controlled to facilitate social distancing. When you come to collect your bicycle you should report to the Sports Centre Reception, Bolton One. You will be required to bring your University ID card with you as proof of identity. If you are not going immediately home on your bicycle you should bring with you a bike lock. You should also wear clothing appropriate for cycling and suitable for the weather. At the point of collecting your bicycle staff will ensure that the bicycle and helmet are suitable for you. There will be a few documents you are required to sign and takeaway so please allow 20 minutes for the purpose of collecting the bicycle.

Stage 8: Ride safely and enjoy.

For students who indicate they are not proficient riding a bicycle:

If you have indicated on either the application form or loan/purchase agreement terms and conditions that you are not a proficient cyclist stages 6 through to 8 of the above application process will be suspended until we have had confirmation that you have completed the Bikeability Training. Staff in the Sports Centre will support you with booking this training and will seek confirmation that you have successfully completed the training. Only once we have this confirmation will you be able to book your click and collect slot as per stage 6 above.