

Introduction

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

How it works

You can apply for an annual season ticket and the University will purchase the ticket on your behalf. The member of staff then repays the cost of the ticket back to The University of Bolton by making monthly deductions from your salary. The repayments will be over 10 months.

How to repay the loan

Payments of the loan will commence from the next available pay period after you have received your ticket.

Failure to repay the loan back in full will result in formal action being taken to recover monies owed.

What happens if you leave the University or no longer require your ticket?

You have two options.

1. Pay the outstanding balance

You can arrange to pay the outstanding balance due on your ticket through Payroll. If you choose this option you will be able to continue to use the ticket until its expiry date. If you are leaving the University you must make the payment prior to your leaving date.

2. Surrender ticket

If you no longer require your ticket, contact your scheme administrator in Human Resources (HR) with details of why you no longer require the ticket and the date you would like to surrender it. Your scheme administrator will then contact Northern and ask for a refund value for the ticket. Your scheme administrator will contact you to agree a time and date to return the ticket.

Any refunds will be at the discretion of the provider and in accordance with their refund policy. Please note 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.

Your scheme administrator will advise whether any money is outstanding on the loan, based on the refund value provided and the amount paid up to the surrender date. This amount will be deducted from your next available pay.

A £10 administration fee is payable if you surrender your season ticket.

All surrendered tickets must be returned in person to the scheme administrator in HR.

Should the refund not be granted you will have to continue to pay the remaining outstanding balance for your ticket under the terms and conditions you originally agreed.

Refunds for duplicate tickets will be at the discretion of the provider according to the National Rail Terms and Conditions of Carriage.

Tickets which are not surrendered

If you arrange to surrender your ticket and then fail to do so, the full balance of the outstanding amount will become due.

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

If there is insufficient salary to repay the full amount due, the balance must be paid prior to leaving the University, otherwise this will be recovered from you as a debt.

What happens if you lose your ticket?

To apply for a duplicate season ticket, contact your scheme administrator who will arrange for a duplicate ticket to be issued.

There is a £10 admin fee for the replacement of a lost ticket payable by the season ticket holder.

If a new Photocard is required, a passport sized photograph must be supplied.

The provider is not obliged to offer a second replacement ticket during a one year period.

What happens if you damage your ticket?

Replacements can be issued for damaged tickets. You need to contact your scheme administrator and they will arrange for a replacement ticket to be issued. You will be informed when your ticket is ready for collection.

The decision of the provider is final. Should a replacement ticket not be authorised any remaining balance for the original ticket must be paid for in full. This can either be done by paying the remaining balance in a lump sum through their salary deductions, by monthly deductions or by cash or cheque.

Payments not met

Should a member of staff not meet their monthly payments because of, for example they do not have sufficient funds in their salary they will be invoiced for the payment not made.

Failure to pay this invoice may result in legal action being taken.

Maximum loan amount

The maximum amount of loan available to an employee is limited to no more than monthly gross basic salary. Any tickets purchased that exceed this amount must be agreed by the scheme administrator in HR and the employee. If the ticket is agreed the employee must pay the exceeding amount by cash or cheque before the application is processed.

Terms and Conditions

All employees must agree to the terms and conditions for repaying their loan.

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

Tickets will not be renewed automatically.

Supplier terms and conditions for usage can be found on the Northern website.

We can only offer loans for passes that are valid for 12 months. Members of staff can apply for passes that are valid for a shorter period of time at the discretion of the University. Any decision made is final.

Scheme Administration

Email: hr@bolton.ac.uk

Mrs Sharon Thompson, HR Officer

Ext: 3584

S.thompson@bolton.ac.uk

Ms Anne-Marie Wilkinson, HR Administrator

Ext: 3580

a.horne@bolton.ac.uk