



ANNUAL SEASON TICKET LOAN APPLICATION

This application **must be** received by the Trustees Department, 5th Floor East, 250 Euston Road, NW1 2PG at **least 2 weeks before the commencement date of your ticket.**
~ALL DETAILS (1 to 14) MUST BE ADDED BEFORE A SEASON TICKET CAN BE ISSUED~

BORROWER'S DETAILS ~ PLEASE USE CAPITAL LETTERS ~			
1.	First Name		
	Surname		
2.	Home Address		
3.	Email		
4.	Mobile Tel. No.		
	Work Tel. No.		
5.	Hospital Site:		Department:
6.	Assignment No.	8 digit number on your payslip 	Are you paid: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <i>(Please tick)</i>
7.	Annual Cost of Ticket	£ Maximum £5,000	Do you need: <input type="checkbox"/> Bus Pass <input type="checkbox"/> Underground <input type="checkbox"/> Rail <i>(Please tick – if you use a mixture of underground and rail then please tick rail)</i>
8.	Commencement Date:day month year	
9.	Journey from:	Station closest to home	Journey to: Station closest to work
10.	Zones:	 to 	
11.	Application:	<input type="checkbox"/> First Application <input type="checkbox"/> Renewal <i>(Please tick)</i>	
12.	Head of Dept. SIGNATURE:		Head of Dept. PRINT NAME:

LOAN AGREEMENT

The parties to this agreement are UCL Hospitals Charity ("the lender") and the borrower named in section 1 ("you"). You will repay the loan in equal monthly or weekly instalments as detailed below within a period of twelve months. You agree that UCL Hospitals Foundation NHS Trust Finance Directorate will deduct from your salary or wage these amounts, starting in the month detailed below. If loan repayments have not been deducted from your salary or wage at the due dates, you agree to authorise the Trust to take any action considered necessary to correct this situation.

The lender agrees to purchase an annual season ticket as detailed in sections 7 to 11. During the repayment period, the season ticket remains the property of the lender. You may apply to terminate this agreement at any time by repaying the outstanding balance of the principal. If your contract of service with the Trust ends before the loan repayments have finished, you agree to repay immediately the outstanding balance of the loan, which will be deducted from your final salary or wage. If this is not enough to cover the outstanding amount, you agree to authorise the Trust to take any reasonable action to recover the sum owing to them.

I have read and agree to the terms and conditions above.

13.	Your SIGNATURE:		DATE:	
14.	Signed on behalf of UCLH Charity:		DATE:	

FOR OFFICIAL USE ONLY

Amount Loaned:	£	Deduction Site:	
Deduction	£	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>
Deductions begin Month	No. of Deductions:	12 [or]
Warrant No.		Date sent to S&W:	



SEASON TICKET LOANS FREQUENTLY ASKED QUESTIONS

HOW DOES THE LOAN SCHEME WORK?

Loans are only available to permanent staff employed by the UCL Hospitals NHS Foundation Trust, to cover the cost of an annual standard class season ticket for travel between home and work by public transport.

Loans are available up to a maximum value of £5,000.

Loans are issued in the form of travel warrants, which are payable only to the appropriate transport authority (i.e. Transport for London or National Rail).

WHAT HAPPENS NEXT?

Please complete sections 1 to 13 of the application form and send it to the Trustees Department at the address shown below. You should allow at least two weeks for us to process your application. Warrants are normally processed once a week.

The Trustees Department will process your application and prepare a warrant for you to take to the station. We will contact you, usually by email at the address you supply on the form, when your warrant is available for collection from the cashiers.

Where possible, we aim to process your warrant so that it is ready for you to collect a week before the commencing date. If you need to collect the warrant sooner than this, please indicate on the form so that we can have it ready for you in time.

When you have been informed that it is ready, you can collect your warrant from the relevant cashiers. Please note that you must collect it in person, and photo ID must be presented.

WHAT HAPPENS IF I LEAVE THE TRUST?

If you leave the Trust, you will be required to pay any outstanding balance on a season ticket loan in full. This will be deducted from your final pay. If your final pay is insufficient to clear the balance, we will write to you to ask you to repay the remainder.

WHAT HAPPENS IF I NEED TO SURRENDER MY SEASON TICKET?

If you need to surrender your season ticket before its expiry date, please take it to the station and obtain a receipt. You should then notify the Trustees Department that you have surrendered your ticket, and send us a copy of the receipt.

The rail company or London Underground will pay the refund to us. Please be aware that this process can take up to two months. We will then pass the refund on to you, after deducting any balance still owed to us.

Please note that the rail company or London Underground charge an administration fee, and your refund will be reduced to reflect the discount provided for purchases of annual season tickets.

HOW DO I CONTACT THE TRUSTEES DEPARTMENT?

We are located at 5th Floor East, 250 Euston Road, London NW1 2PG

Tel. 020 7380 9961 Fax: 020 7380 9544 Email: michelle.crossley@uclh.nhs.uk