



ANNUAL SEASON TICKET LOAN

Applications to be received by UCLH Charity, 5th Floor East, 250 Euston Road, NW1 2PG
Contact: Michelle Crossley Tel No. 020 7380 9961 | FAX No. 020 7380 9544
SEE ATTACHED NOTES ON FILLING IN THE FORM

BORROWER'S DETAILS

PLEASE USE CAPITAL LETTERS

| | | | | | | | | | | | | | | | | | | |
|---|--|---|--------------------------------------|--|--|--|---|---|--|--|--|--|--------------|--|--|-------------------|--|--|
| First Name: | | | | | | | | | | | | | | | | | | |
| Surname: | | | | | | | | | | | | | | | | | | |
| Home Address: | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | Post Code: | | |
| Mobile Tel. No.: | | | | | | Work Ext No.: | | | | | | | | | | | | |
| How would you like to be contacted: | Phone/Email: | | | | | | | | | | | | | | | | | |
| Hospital Site: | | | | | | Department | | | | | | | | | | | | |
| Assignment No.: <i>8 digit no. on payslip</i> | | | | | | Are you paid : (Please tick) | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly | | | | | | | | | | |
| Annual Cost of Ticket: | £ | | | | | | <input type="checkbox"/> First Application | <input type="checkbox"/> Renewal | | | | | | | | | | |
| Do you need: (please tick) | If you use both underground and rail then please tick both underground and rail | | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> Bus Pass Only | <input type="checkbox"/> Underground | <input type="checkbox"/> Rail | | | | | | | | | | | | | | | |
| Journey From: | | | | | | Journey To: | | | | | | | | | | | | |
| | <i>Station closest to home</i> | | | | | <i>Station closest to work</i> | | | | | | | | | | | | |
| Zones: | to | | | | | | | | | | | | | | | | | |
| Oyster Card Password for Registration: | | | | | | | | | | | | | | | | | | |
| Photo Card No.: | | | | | | <i>NOT applicable to Oyster Card Holders</i> | | | | | | | | | | | | |
| Ticket Start Date: | Day: | | | | | | Month: | | | | | | Year: | | | | | |
| Head of Dept. : SIGNATURE: | | | | | | Head of Dept. PRINT NAME | | | | | | | | | | | | |

LOAN AGREEMENT:

The parties to this agreement are UCLH Charity ("the lender") and the borrower ("you"). You will repay the loan in equal monthly or weekly instalments as detailed below within a period of twelve months. You agree that UCLH NHS Foundation Trust ("the Trust") 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. 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 owed.

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

YOUR SIGNATURE: _____ **DATE:** _____

Signed on behalf of UCLH Charity: _____ **DATE:** _____

| FOR OFFICIAL USE ONLY | | | |
|---------------------------|-------------------------|---------------------------------|-------------------------|
| Amount Loaned: | £ | Cashier Collection Site: | UCH / RLHH / EDH |
| Deduction: | £ | Deductions begin/Month: | |
| | Weekly / Monthly | Date sent to S&W: | |
| Date sent to NBTS: | | | |



ANNUAL SEASON TICKET LOAN HOW TO FILL IN THE FORM and FREQUENTLY ASKED QUESTIONS

HOW DOES THE LOAN SCHEME WORK?

If you're making the same journey three days a week or more, an annual season ticket *may* offer better value than a daily ticket. An annual season ticket offers 52 weeks travel for the price of 40 - a saving of 23% compared to buying 7 day season tickets.

Loans are only available to permanent staff employed by the Trust, to cover the cost of an annual standard class season ticket for travel between home and work by public transport. The loan will be interest free and repayable by twelve monthly instalments to be deducted from salary commencing in the month the annual season ticket commences. If the monthly payroll deadline has been missed the first deduction will be made in the following months' payroll. Loans are available up to a maximum value of £5,000.

Please ensure that we receive your application at least 2 weeks before the commencement date of your ticket.

Your annual season ticket will be available for collection from the cashiers office in either UCH, RLHH or EDH on the day we contact you and will start running from the date you put on your form.

BEFORE I APPLY, WHAT DO I NEED TO DO?

OYSTER CARD holders do *not* need a photocard.

Please note that NBTS will register your new Oyster online a memorable password is required for this. If you do not provide a password the Charity will set up a default for you.

FOR NON-OYSTER CARD HOLDERS

NEW: To buy an annual season ticket, you will need a photocard. NBTS can issue photocards for new season ticket holders - you will need to attach a passport sized photo to the authorised loan application form. This can also be done at any staffed mainline station. Take your passport sized photo to the counter and they will issue you with a photocard. NBTS are unable to issue a ticket unless they are given a valid photocard number.

RENEWAL: Annual season ticket holders will need to enter the photocard number when buying an annual season ticket.

WHY DO YOU NEED TO PUT CONTACT | MOBILE NUMBER?

Your annual season ticket will be available for collection on the day that we contact you. **You will have to collect your ticket as soon as possible or you will lose time on your ticket by leaving it at the Cashiers Office.**

WHAT HAPPENS NEXT?

Please complete all the sections of the application form; sign and date the form and send it to UCLH Charity at the address shown below. Annual season ticket loans are normally processed once a week.

UCLH Charity will process your application and forward the signed application form to NBTS who will prepare the ticket for you. When you have been informed that it is ready, you can collect your annual season ticket from the relevant cashiers, in person and photo ID must be presented.

I ONLY NEED A BUS PASS

If you are opting for a bus pass you will be supplied with a cheque for the relevant transport authority. We will contact you when your cheque is available for collection from the cashiers. Cheques are processed once a week. Please note that you must collect it in person, and photo ID must be presented.

WHO ARE NBTS?

NBTS specialises in rail bookings. They will be assisting UCLH Charity to process annual season tickets. It will mean staff no longer have to queue at stations. NBTS team of experts will be able to assist you with any queries regarding your travel from quoting the price, and replacing it should you lose it. If you have any questions or wish to receive a quote for your new ticket, please contact:

NBTS - Tel. 020 7904 0510

Email nbts.seasons@southeasternrailway.co.uk

Mon to Fri 09.00 to 17.30.

WHAT HAPPENS IF I LEAVE THE TRUST?

If you leave the Trust, you will be required to pay any outstanding balance on an annual 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. By signing the application form, the borrower agrees to repay immediately any amount outstanding after such final salary recovery has been affected.

WHAT HAPPENS IF I NEED TO SURRENDER MY ANNUAL SEASON TICKET?

If you need to surrender your annual season ticket before its expiry date, please contact the Charity. No refund will be processed by NBTS until authorised by UCLH Charity. The refund is repaid to the Charity. 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.

LOST OR STOLEN ANNUAL SEASON TICKET?

You are responsible for the payment of any charges relating to tickets that are lost or stolen. A charge of £10 is payable for lost or stolen paper tickets. Further details on this can be found in the Season Ticket Service – A Users Guide - provided by NBTS when you collect your ticket.

In the event of loss of ticket, it is the employee's responsibility to effect replacement. Recoveries from salary payments will continue unabated until the whole loan has been cleared.

HOW DO I CONTACT UCLH CHARITY?

Michelle Crossley Mon – Thurs 10 am to 3.30 pm
5th Floor East, 250 Euston Road, London NW1 2PG
Tel. 020 7380 9961 Fax: 020 7380 9544 michelle.crossley@uclh.nhs.uk