

 APPLICATION FOR BUS SEASON TICKET LOAN

 **(ONLY ONE ACTIVE LOAN PER EMPLOYEE)**

To benefit from a 5% discount on annual season ticket, please complete this form and return it to the Accounts Department. Discount is only available for Oxford Bus Company and Stagecoach passes purchased through the College. The College will pay the discounted price of the bus pass directly to the relevant company and recover the amount from your salary by instalments.

**Full Name**: ……………………………………………………………………….……….

Employee Number ………………………………… Or National Insurance Number ……………………………

*(These can be found on the left-hand side of your payslip)*

Current Address *(Please use your current home address)*

……………………………………………………………………………………………..

…………………………………………………………………………………………….. Post Code ………………………………..

**Bus Season Ticket:**

*(Please tick box for Bus Operator and type of bus pass required)*

□ **New (first time request for a pass)**  or □ **Renewing an existing pass which expires soon**

□ **Oxford Bus Company**  or □ **Stagecoach**

□ **SmartZone** or □ **Other**

If Other, please state type of ticket and/or route…………………………………………………………………..

……………………………………………………………………... (ie Megarider, Megarider Plus, Goldrider etc)

**Start date:** ……………………………………. (Please allow at least 2 weeks from application, especially for new requests)

**Salary Advance Requested**: £ ………………………….. (Please ask Accounts for guidance if unsure)

I authorise Jesus College to deduct the loan from my salary by ……………..monthly instalments (up to a maximum of 12 monthly instalments.)

I agree that in the event of my leaving Jesus College, any outstanding balance will be deducted from my final salary and any sum outstanding is payable within 21 days of my leaving date.

**Employee Signature:** ………………………………………………………….…..…… Date: ………………………

*This must be your actual signature, not your name typed onto the form*

# Line Manager Authorisation: Signature: ……………………………………….……. Date………………………..

(The Line Manager confirms that the employee is a permanent member of staff and has passed their probation period)

**Head of Finance Authorisation: Signature: ……………………….……..………… Date………………………**

# Estate Bursar Authorisation: Signature: ………………………………….……….… Date………………………..

**Accounts Only:**

Monthly deductions: Amount per month Month 1…………..……Months 2-12………………..

 Month starting …………………………………

 Month ending …………………………………

T\Payroll\Bus Passes\Salary Advance – Bus Season Ticket