**APPLICATION FOR THE PURCHASE OF AN ANNUAL SEASON TICKET LOAN**

Full name and title: ………………………………………………………………………………………………….

Home Address: ………………………………………………………………………………………………….

………………………………………………………………………………………………….

School/Department: ………………………………………..… Phone No: ……………….

Position Held: ………………………………………… Staff No: ………………………….

Date Commenced: …………………………………..

**Details of season ticket proposed to be purchased:**

a) Cost £…………………………………………

b) Destination: (from)…………………………………… (to)…………………………………

c) Travel Zones (if applicable)………………………………………………………..............

c) Period: (from)…………………………………… (to)………………………………………

d) Name of Transport Organisation………………………………………………………….

I hereby request the sum of £…………………., paid for in the first instance by Loughborough University, be treated as a loan to me to be recovered by deduction from my salary over 12 months.

I also give my written permission for the University to deduct the complete outstanding balance of the season ticket loan from my final net pay if I leave the University before the loan is fully repaid.

**SIGNED (Applicant): …………………………………… Date:…………………………………**

**To be completed by Applicant’s Head of Service/Dean**

I HEREBY agree to support this application and certify that the above details are to the best of my knowledge and belief correct.

**SIGNED: …………………………………… Print Name: ……………………………………..**

**Date: ………………………………………………… Job Title: ………………………………..**

**Please return the authorised form, along with** **a quotation from the travel provider to Human Resources, Rutland Building**