

Travel to Work Loan Scheme - Bicycles

As part of Edge Hill's commitment to sustainable travel, the University is offering interest free loans for members of staff to purchase annual public transport season tickets or bicycles.

The following explains how staff at the University can take advantage of this initiative. Staff may only apply for one loan at a time.

Interest Free Loans for the Purchase of Bicycles and Cycle Safety Equipment

How the Scheme operates

Edge Hill University provides staff with the opportunity to purchase a new bicycle for the purpose of commuting from home to work. To benefit from this scheme, you should:

1. Complete the online application form at <https://go.edgehill.ac.uk/apps/pls/apex/f?p=188> - please note that:
 - a. You must be a University staff member, paid monthly through its payroll system and have a payroll number, and be on a permanent or fixed term contract with at least 12 months to expiry date.
 - b. The bicycle must be used by you for the purpose of cycling to work on a regular basis.
 - c. The maximum interest free loan that you can apply for is £500 inc. VAT for bicycles and safety equipment. If you wish to purchase a bicycle and associated safety equipment costing over this value, you will need to supply the additional monies.
2. Determine the cost of the bicycle and cycle safety accessories for purchase by obtaining a quotation (inc. VAT) from the cycle shop of your choice.
3. If your application is successful, you will be informed by email and required to print and sign the attached document and return to Finance. The loan amount requested will then be paid directly into your bank account.
4. You then purchase your bike and equipment directly from your chosen cycle shop.
5. Monthly repayments of equal instalments commence in the following month for 10 months.
6. The bike is your property from the day you purchase it.
7. You are required to provide us with a copy of your receipt within one month of receiving the loan. Please either photocopy the receipt and send via internal mail to Payroll or take in person to Payroll (LM8) and they will take a copy.
8. Proven abuse of the scheme will lead to disciplinary action, in line with the University's Policy.
9. Signed declaration forms submitted to Finance by the 15th of each month will be paid month end and deductions will begin the following month. Please allow five working days for the application to be processed and the declaration form to be sent to you.

Frequently asked questions

Q1: What is included under cyclists' safety equipment?

A: A common sense approach should be taken when determining what will "fall" within this description.

Examples of items that count as cyclists' safety equipment include:

- Cycle helmets which conform to European standard EN 1078
- Bells, bulb horns and lights including dynamo packs
- Child safety seats
- Reflective clothing along with white front reflectors and spoke reflectors
- Panniers

Examples of items that do not count as cyclists' safety equipment include:

- Cycle computer
- Waterproof clothing that is not reflective clothing
- Cycle training

Q2: What happens if I leave the University before the whole loan has been repaid?

A: The balance of the loan will immediately become repayable and will be recovered from your final salary. If the outstanding balance on the loan exceeds your final salary payment, you are required to pay the full outstanding balance before your last date of employment.

Q3: What happens if my bicycle is stolen?

A: Care of the bicycle is your responsibility; hence it is strongly advised that you obtain insurance for your bicycle. If the bicycle is stolen during the period of the loan, the loan must still be repaid in full to the University.

Contacts travel@edgehill.ac.uk

Terms and Conditions

An interest free loan is issued by Edge Hill University to staff who have a permanent or fixed term contract with at least 12 months to expiry date, subject to the following terms and conditions:

Applying for an interest free loan for a bicycle

1. Loans will only be granted to members of Edge Hill University staff for the purchase of a bicycle and associated safety equipment which is suitable for the purpose of travelling to work.
2. The size of loan that Edge Hill University makes to an employee will cover the cost of the purchase of a bicycle and safety equipment up to a maximum of £500. Hence if an employee wishes to purchase a bicycle and associated safety equipment costing over £500, they will need to supply the additional monies.
3. An employee can only apply for, and be granted, one interest free loan at any one time from the University for the purposes of purchasing a bicycle.
4. Edge Hill University reserves the right to refuse an application for a bicycle loan.

Repaying an interest free loan

5. Repayment of the loan made to an employee to purchase a bicycle and/or associated equipment will be undertaken by direct deduction from the employee's salary, in 10 equal monthly instalments.
6. If the employee leaves the employment of Edge Hill University, the balance of the loan will immediately be repayable.
7. The borrower agrees that should he/she at any time fail to comply with any of the above conditions, Edge Hill University shall be entitled to terminate the agreement and to deduct any outstanding amounts from any sums due from the Edge Hill University to the borrower, including the amount due in respect of salary and to demand immediate repayment to any amounts not so discharged.

Procedures if a member of staff permanently leaves the employment of Edge Hill University

8. If an employee leaves the employment of the Edge Hill University at any time before the whole loan has been repaid, the balance of the loan will immediately become repayable and will be recovered from the employee's final salary.
9. Please note that if the balance of the outstanding loan is larger than the employee's final pay cheque, the individual will be required to repay the total outstanding balance before their last date of employment at Edge Hill University.

Looking after the bicycle during the period of the loan

10. Care of the bicycle is the employee's responsibility; hence it is strongly advised that the employee obtains insurance. If the bicycle is stolen during the period of the loan, the loan must still be repaid in full to the University.

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