



### **STAFF TRAVEL LOAN FOR A BICYCLE**

University of Sussex Staff are entitled to apply for interest free season ticket loans. Bicycle loans are available for the sole purpose of purchasing a cycle for home to work travel. The University's decision to make a loan is subject to the following conditions:-

1. Your employment with the University is not due to end (through retirement or expiry of a fixed term contract) within the next 12 months.

2. You agree to repay the loan from deductions from your salary each month, i(t)1 .9 (mo)-c (o)r sT0 monthly salary. If your final salary is insufficient to clear the outstanding sum you agree to immediately repay the University the balance in full.

4. You agree to provide receipts for the cycle purchase when required. If receipts are not provided within one calendar month of receiving the season ticket loan then you agree the loan will be recovered in full from your salary in the next available payroll.

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