

**APPLICATION FOR STAGECOACH ANNUAL BUS PASSES**

TICKET TYPE

- |                          |   |          |
|--------------------------|---|----------|
| <input type="checkbox"/> | Exeter Annual Megarider (52 weeks)      | £603.45  |
| <input type="checkbox"/> | Exeter Annual Megarider Plus (52 weeks) | £891.00  |
| <input type="checkbox"/> | SW Annual Megarider Gold (52 weeks)     | £1080.00 |

PASS START DATE:            1<sup>st</sup> of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

DECLARATION

1. I authorise the University of Exeter to make deductions from my salary over 12 months for the repayment of the sum above.
2. I confirm that I am on an open-ended contract and will not retire before 12 months from the start date of the annual bus pass or on a fixed-term contract that will not expire before 12 months from the start date of the annual bus pass.
3. In the event that my employment with the University ends for any reason before the expiry of the repayment period, I understand I am required to give a minimum of 1 month's written notice of this fact to the Car Parking Office and return the pass to the Car Parking Office no later than the final day of my employment. In the event that I fail to comply with these requirements, for whatever reason, I authorise the University to deduct a termination fee from my final monthly pay (see 'Important Information' below).
4. I will abide by Stagecoach's terms and conditions printed on the reverse of the pass (reproduced below)

Surname		Forename(s)	
Employee Number (from payslip)		Unicard Number	
Signed		Date	
Work Address			

**Please send to the Car Parking Desk, Main Reception Northcote House. Please allow 5 working days for return of pass. This will be sent to you in the internal mail to your work address above.**

OFFICE USE ONLY: Processed by: _____ (initials)	
Status checked with Human Resources Yes/No	
Ticket No	_____
Issue Date	_____
Eligible for annual bus pass	Yes / No

**IMPORTANT INFORMATION:**

This Agreement is a 12 month agreement (52 weeks). However, if you leave your employment with the University, you will no longer be able to benefit from the discount offered by Stagecoach to employees of the University. You should return your pass to the Car Parking Office. Failure to return your pass will mean that you are required to pay a termination fee to the University. For the avoidance of doubt the termination fee will not exceed a value equal to the outstanding monthly salary deductions. The termination fee will be collected by the University from any remaining net salary payments. Should this not be possible for any reason, or the outstanding liabilities exceed any remaining net salary payments, then the University will require settlement of any outstanding liabilities within 14 days of leaving your employment. Although you will have to pay the remaining balance if you do not return the pass, you will still not be permitted to use it as you will have surrendered your Unicard and your pass will therefore be invalid.

**STAGECOACH TERMS AND CONDITIONS** (on back of pass)

1. Your Megarider / Megarider Plus / Megarider Gold ticket is valid for the period shown on the ticket and only available with a valid Unicard.
2. The ticket must be presented to the Driver for inspection on every journey made. Altered, defaced or damaged tickets will not be accepted but withdrawn by a driver or an inspector.
3. No refunds will be made in respect of lost or partially used tickets. A refund will only be made if a ticket which has been purchased in advance is returned intact before validity starts.
4. Full details of validity are available from company offices
5. Passengers are covered in accordance with conditions of carriage, available for inspection at company offices.
6. There are no time restrictions and tickets can only be purchased from the Car Parking Office. Annual tickets can not be purchased from Stagecoach Travel Shops.