**REQUEST FOR LOAN TO PURCHASE A SEASON TICKET** 

**Employee Name:**

**Directorate/Division/Location:**

**Payroll Number:**

**Home Address:**

I confirm my request for NHS Education for Scotland to grant me a loan of :

(Maximum £3,500) towards the purchase of a six-monthly/annual [delete as appropriate] season ticket. I understand that this amount will be paid into my next available salary.

I agree that the repayments for the loan will be deducted by equal instalments from my salary at the rate:

 for the first month and for the immediate following [ ]\*months.

 ( \* Insert remaining no of months in loan period)

In the event of leaving NES employment, I agree to repay the balance of any loan outstanding in full and hereby authorise NHS Education for Scotland to deduct the full outstanding balance from my final salary should that be required.

The loan value, if awarded, will be paid in the next available payroll run. Applications after the 7th of the month will be paid in the following month’s payroll. Eg applications on 9th August will be paid to you in your September salary.

 I agree to the terms of the loan. I have read and understand the NES Season Ticket Loan Procedure.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Finance Office Use Only:**

Date application received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date instruction issued to payroll \_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_

Loan value and repayments agreed [ ]  Application saved in Sharepoint [ ]

Confirmation e-mail sent to applicant [ ]  Receipt received within 3 weeks [ ]

 Receipt saved in Sharepoint [ ]