Aston University

EMPLOYEE TRAVEL PASS SCHEME

TERMS & CONDITIONS

INTRODUCTION

Travel passes are available for staff to purchase/renew three times per annum on specified dates during January, June and September.

As a result of Aston's affiliation to Company Travelwise in Birmingham and the University's on-going commitment to green transport*, travel passes purchased under the Employee Travel Pass Scheme will be available at a discounted price**. Under the terms of the scheme the University will purchase the annual travel pass of your choice, and collect the cost from your pay in 12 monthly instalments if you are monthly paid, or over 52 weeks if you are weekly paid. If you work term time only and you are not paid over 12 months the cost will be split over weeks/months worked. The annual travel passes are discounted and offer the cheapest travel available within the region and the scheme could provide significant savings compared with passes purchased on a weekly or four weekly basis. Details which provide information about the full range of passes available and examples of the savings you could achieve are available on our web site: http://www1.aston.ac.uk/staff/hr/a-z/travelpassscheme/.

ELIGIBILITY

To take advantage of the scheme you must be a current member of staff on a continuing appointment or fixed term contract of at least 10 months duration at the time of application/renewal with a regular weekly/monthly salary.

APPLICATION/RENEWAL

To apply for a pass, or to renew your current pass, complete the relevant application form (available to download from our web site) and return it to Barbara Power, Human Resources, by the date specified. If the form has not been received by the cut-off date we cannot guarantee a pass will be available for you before your current pass expires.

i) **If you require a National Express West Midlands travel pass (Bus, Metro or Bus and Metro)** and you are already a member of the scheme and have a plastic photo card please quote your membership number on the application form (this starts 080). For new applications you must supply a passport sized colour photograph of yourself with your application form – please write your name on the back of the photo. The colour photo will be transferred onto a plastic photo card which will be printed with your membership number. Alternatively a passport size colour photo saved as a .jpeg file is also acceptable and should be emailed to b.a.power@aston.ac.uk with a copy of your application form.

ii) **If you require a Centro travel pass (Rail or Network Bus and Rail)** you must supply a passport sized colour photograph of yourself with your application form – please write your name on the back of the photo (.jpeg files are not accepted for Centro passes). If it is a renewal you can use your current Centro photo ID as long as it is still a clear likeness and the ID is not damaged in any way.

Any passes that remain uncollected by the end of the week in which the passes are issued will be returned, unless you have made alternative collection arrangements with Barbara Power (b.a.power@aston.ac.uk).

If you require any further information about the type of travel passes available you may call either Philip Smith of National Express West Midlands Tel. 0121-254-6323, email: corporatesales@nationalexpress.com or Ruth Durhan of Centro Tel. 0121-214-7550, email: sales@centro.org.uk.

PRICE CHANGES

National Express West Midlands and Centro reserve the right to amend the prices of tickets available without notice. The price you pay will be the same as the price paid by the University.

MATERNITY LEAVE

If you would like to suspend your travel pass whilst on maternity leave please contact the relevant travel company (National Express - Philip Smith **0121 254 6323** for Bus, Bus/Metro or Centro – Ruth Durhan **0121 214 7550** for Rail, Bus/Rail). Any possible refund to you is calculated from the date the card is received at the travel company until the date they are instructed to return it to you. No retrospective refunds are given. An administration fee of £5.00 is levied against any refund and the payments to the employer must continue throughout the period of suspension (minimum period of 31 days).

If, however, your maternity leave has a period of 'no pay' you may continue to pay your deductions by direct debit or cheque (made payable to 'Aston University' and posted to Denise Aldred, Payroll Manager with a brief explanation). If this is not possible please contact Denise Aldred (ext 4402) to arrange to pay the subsequent outstanding balance when you return to work. If you leave Aston for any reason this outstanding amount will be payable from your final salary.

LONG TERM SICK/HOLIDAYS

Occasionally holidays and sickness exceed 4 weeks or more. If this is the case, please contact the relevant travel company for instructions to find out if you are eligible to return the pass to them for suspension (National Express - Phil Smith **0121 254 6323** for Bus, Bus/Metro or Centro – Ruth Durhan **0121 214 7550** for Rail, Bus/Rail). Any possible refund to you is calculated from the date the card is received at the travel company until the date they are instructed to return it to you. No retrospective refunds are given. An administration fee of £5.00 is levied against any refund and the payments to the employer must continue throughout the period of suspension.

If you are on long-term sick and have reached the period of 'no pay' you may continue to pay your deductions by direct debit or cheque (made payable to 'Aston University' and posted to Denise Aldred, Payroll Manager with a brief explanation). If this is not possible please contact Denise Aldred (ext 4402) to arrange to pay the subsequent outstanding balance when you return to work. If you leave Aston for any reason this outstanding amount will be payable from your final salary.

NEED A REPLACEMENT OR LOST YOUR PASS?

If you lose your travel pass, please request a replacement form from Barbara Power in Human Resources ext. 4583 (b.a.power@aston.ac.uk).

i) Replacement National Express cards (bus and bus/metro) are issued at the discretion of National Express West Midlands and they reserve the right to refuse. A charge of £25 is made for a replacement pass (National Express reserve the right to amend this in line with their current policy). Please note that tickets lost within the first weeks of being issued, will take longer in being processed. Card Sales will return the replacement by recorded delivery to Aston University. National Express will not reimburse any costs that have been incurred whilst your replacement is being processed and returned and no refund is available if you subsequently find your original pass. Washed or damaged cards which are returned to National Express and are readable will be replaced free of charge. Please contact corporatesales@nationalexpress.com for more details.

ii) Replacements for lost, damaged or faded Centro cards (rail and bus/rail) are issued at their discretion. No charge is made for a replacement card (Centro reserve the right to amend this in line with their current policy). The replacement will be sent by recorded delivery to Aston University. Centro will not reimburse any costs that have been incurred whilst your replacement is being processed and returned.

LEAVING THE UNIVERSITY/TERMINATING THE AGREEMENT

If you leave the University, or for any reason need to change your mode of travel, you may return your travel pass to the University who will forward this to the travel company for a refund.

i) National Express issue refunds, at their discretion, if the annual travel pass is returned for cancellation (the refund will be made to the University as the initial purchaser). The refund is 90% of the outstanding value of any full weeks remaining on the annual pass when received at their office, after a £5.00 administration fee. Refunds for maternity leave, long term sickness and redundancy etc. are calculated at 100% of the outstanding value of any full weeks remaining on the annual pass when received at their office, but will have a £5.00 administration fee levied.

ii) Centro issue refunds, at their discretion, if the annual travel pass is returned for cancellation (the refund will be made to the University as the initial purchaser). The refund is calculated by dividing the annual cost of the ticket by 52 and then multiplying by the number of full weeks left depending when it is received at their office, after a £5.00 administration fee. Refunds for maternity leave, long term sickness and redundancy etc. are calculated at 100% of the outstanding value of any full weeks remaining on the annual pass when received at their office, but will have a £5.00 administration fee levied.

On returning your travel pass and, on payment of any adjusting balance (amount outstanding after the refund is calculated) and the £5 administration fee, you can terminate the agreement. If you leave the University or discontinue instalments for any reason before payment is complete, and you do not return your Travel pass, the balance due will be collected from your salary. If this is not possible a letter will be sent requesting immediate payment. If this is not forthcoming the Finance Department will take steps to recover the debt and your future credit rating may be affected.

For more advice on terminating the agreement you should contact Barbara Power (extension 4583).

LEAVING THE UNIVERSITY AND KEEPING YOUR PASS

If you leave the University and wish to keep your travel pass please contact Barbara Power (extension 4583) who will arrange for the outstanding balance to be deducted from your final salary payment.

* Details of the University's commitment to sustainable transport and other useful information can be found on http://www1.aston.ac.uk/about/environment/what-were-doing/transport/

** Some of the longer distance rail season tickets are not discounted but it may be possible to purchase them through this scheme.

All Travel Cards are sold subject to the Travel Company's Conditions of Carriage and Travel Card Scheme Conditions.
Prices and conditions correct as at 02/01/14 but subject to alteration without notice.
Employee Travel Pass Scheme Terms & Conditions V1.docx