



## Cycle loan scheme

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Full Name: \_\_\_\_\_

Department: \_\_\_\_\_

Department address: \_\_\_\_\_

Payroll Number: \_\_\_\_\_ (printed on your payslip)

I wish to apply for an interest free loan of £ \_\_\_\_\_ (please enter the amount up to a maximum of £2,000) to cover the purchase of a bicycle and safety equipment (if required), for my own personal use, as shown on the attached quote **(please attach a copy of the bicycle retailer's quote)**.

**Payment option** (please tick as appropriate)

A University cheque made payable to \_\_\_\_\_ (please enter retailer's details) and sent to me at the departmental address above;

A BACS electronic funds transfer direct to the retailer's account:

Sort Code: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

I understand that the loan is repayable in 12 monthly instalments and I authorise the University to deduct these instalments from my salary each month. I also understand that should I leave the University's employment before the loan is repaid in full, the full outstanding balance becomes repayable immediately, and that some or all of this balance will be deducted from my final salary.

Signed:

Date:

**Departmental administrator authorisation**

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

Date:

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**Please return to:**

Payroll Department  
Oxford University 23-38  
Hythe Bridge Street  
Oxford OX1 2ET