



ANNUAL SEASON TICKET APPLICATION FORM

TERMS AND CONDITIONS

1. Annual Season Tickets can be purchased from the office with either cash, cheque or by credit card made payable to The Travel Link. Cheques for annual season tickets should be given clearance time prior to commencement. All applications must be paid for in advance of issue. No ticket will be issued unless it is paid for.
2. Applications can only be made by post or in person to the office. No applications may be given to the driver or ticket collector. Two passport size photographs must be submitted with the application. Your ticket will be hand delivered to the address stated on your application one day prior to commencement.
3. In the case of illness you may deposit your ticket at the office. You must provide a doctor's certificate or hospital letter (self certification sickness form is not acceptable) to cover the period that your ticket is held. When you return to work you will be issued with a new ticket with the expiry date extended to match the number of travelling days missed. **No allowance will be made for any days other than when the ticket is at our office.** You will require an extra photograph for the re-issue of the ticket.
4. Any lost season ticket must be reported to the office immediately. A duplicate ticket will be issued upon receipt of another passport sized photograph and an administration fee of £10.00.
5. **This season ticket must be carried on every journey, without it you will be charged for the journey.** If the ticket is at home and someone can bring it to our office whilst you are at work then a refund can be made for the ticket you have purchased on the production of the ticket stub.

REFUNDS

The procedure for refunding money on a season ticket is as follows:-

1. The season ticket must be posted or handed in person to our office immediately. Credit will be given from the date the ticket is in our possession or the post mark on the envelope.
2. Without the season ticket no refund will be given.
3. **Annual seasons – The charge has been calculated on 40 weeks travel and after that period has passed no refund is payable. A refund will be based on the cost of the ticket less the cost of the number of four week tickets, five day tickets and day return tickets that would have been necessary to cover travel on the days of the expired portion.**
4. **As most employers retrieve season ticket loans by 12 equal monthly instalments, if you surrender your ticket you will find that you owe your employer more than the ticket's refund value.**
5. **It is suggested that due to the above point you pay your employer back over a 9 month period.**
6. With regard to tickets paid for by Company cheques, the refund will be made payable to the Company unless authorisation is made in writing by the Company for the refund to be made payable to the ticket holder.

APPLICATION FORM

This form is to be used for the purchase of an Annual Season Ticket, so that a record may be kept for refund details or the loss of a ticket. Your season ticket will be delivered to the address stated on the form one day prior to commencement.

Please read the terms and conditions ABOVE carefully.

Title..... Initials..... Surname.....

Home Address.....

Name of Employer.....

Address of Employer.....

Contact Telephone No..... Do you require a receipt for your Company? YES/NO

DATE SEASON TICKET IS REQUIRED TO START..... This is a new/renewal application(please delete as applicable)

Please note this season ticket must be carried on every journey. Without it you will be charged for the journey. If the ticket is at home and someone can bring it to our office whilst you are at work then a refund can be made for the ticket you have purchased on the production of the ticket stub. Refunds will not be made under any other circumstances.

I confirm that I understand all the conditions stated above.

Signed..... Date.....

FOR OFFICE USE ONLY

Season Ticket No..... Paid Cash/Cheque/Credit Card

Company/Personal Amount paid..... Issued by.....