



EPSOM

COLLEGE

Cycle to Work Interest Free Loan

The College will assist employees who wish to commute to work by bicycle by provision of an interest free loan.

To be eligible for the loan the following criteria will be applied:-

1. An interest free loan of up to a maximum of £1000 will be available upon till receipt of confirmation of payment for the specific bicycle by the employee.
2. The interest free loan will be deducted from the employee's net monthly salary over a maximum period of 12 months. Based on current tax legislation it would not be subject to a benefit in kind liability, however HM Revenue and Customs change its regulations in the future and the employee will be liable for any such change imposed.

There are no tax, national insurance or VAT advantages specifically connected to the loan. It is merely an interest free loan provided by the College to assist staff who wish to cycle to work. The interest free loan is not part of the Government's Cycle to Work scheme.

3. The employee must be permanently employed by the College and completed four months continuous service.
4. The loan may only be used in connection to purchasing a bicycle which must predominantly be used as the mode of transport to work.
5. The employee will be owner of the bicycle.
6. The College takes no responsibility or liability for the maintenance or ownership of the bicycle. Any injury, loss, repairs or damage in connection with the bicycle in any way will be the responsibility of the employee. The College does not hold any insurance cover in respect of this scheme.
7. In the event of termination of employment for any reason whatsoever, the College will deduct the remaining loan outstanding from the net final salary payment due to the employee. In the event there are insufficient funds the employee will be required to repay the outstanding loan in full upon termination of employment.
8. The College may amend or withdraw this scheme at any time. In the event of amendment or withdrawal those staff on the scheme would not be affected until the end of the payment terms already in force.

Further details are available from Human Resources.