

Heriot-Watt University Cycle to Work Scheme

Application Process

Visit your preferred cycle shop and select a cycle and accessories up to the maximum value of £1,000. Request the cycle supplier to provide a quotation or invoice for the cost of the items in question. This quotation or invoice must contain the relevant purchase order, which can be provided by contacting Human Resources (f.a.pearson@hw.ac.uk).

Complete and print the **CYCLE SCHEME APPLICATION FORM** and read the **TERMS & CONDITIONS**.

Send the completed **APPLICATION FORM** and the **QUOTATION / INVOICE** to:
Human Resources, Riccarton, Edinburgh EH14 4AS
Email: f.a.pearson@hw.ac.uk

You will be sent a **PRE-CONTRACT AGREEMENT**, the **TERMS AND CONDITIONS**, and a **HIRE AGREEMENT** which provides details of the financial arrangement that you are about to enter into. Please take time to read these, taking note of the expected repayments.

Read and sign the full **HIRE AGREEMENT** in the presence of your line manager who will also sign the agreement. This should be returned to Human Resources.

On receipt of the completed **HIRE AGREEMENT**, the University will send you a **LETTER OF COLLECTION** for you to take to the bike shop to collect your bike. **PLEASE NOTE:** Some bike shops will want full payment of their invoice, and due to University invoice payment terms, the process can take several weeks to complete in these cases.

Payroll will undertake the reduction to your salary.