**University of Aberdeen Staff Parking**

**(Payroll Mandate)**

Staff ID Number:

Name:

Date of Birth:

E-mail Address:

Telephone Number:

I authorise the deduction of **£22** from my monthly salary.

I agree to the terms and conditions overleaf.

It is very important that you fully understand the commitment you are making before signing this agreement. You should not enter into this agreement if you do not wish to be bound by the obligations of the terms of this agreement. You accept and agree that it is your responsibility to determine and understand the effect on your financial position by entering into this agreement.

Date: 28/07/2023

Salary deductions will be taken at the end of each month in payment for the following month’s car parking.

Please send this form to: [estates@abdn.ac.uk](mailto:estates@abdn.ac.uk)

Office Use Only

Received by: (Name)       on (Date)

Confirmation sent

First salary deduction to be taken at the end of: (Month)

**Terms and Conditions**

1. I authorise the deduction to be increased, subject to the University giving a minimum notice period of two calendar months.
2. I understand that this agreement and the deductions agreed under it will remain in force until the agreement is cancelled.
3. I understand that cancellations can be made, at any stage of the agreement, by completing and submitting a cancellation form.
4. I understand that I must submit a cancellation form at least one calendar month in advance of my desired cancellation date.
5. I confirm that, if my employment with the University terminates for any reason before the end of the agreement, my parking will be withdrawn.
6. I understand that, if I enter an unpaid leave situation during the agreement, the University may, at their discretion and in relation to this agreement only, cancel the agreement.
7. I understand that, if I enter a paid leave situation during the agreement, I may claim a refund of payments made on my return. I also understand that refunds can only be claimed if they are for more than one calendar month and will be made for whole months only.