

Cycle to Work Scheme

Please click on the link below to begin the registration process and also using the employer code. I have attached instructions to help you with this.

<http://www.cycle2work.info/login>

Employer Code: CROYDONC2W

To view the range of bikes please visit <https://www.halfords.com/>. Please note £1000 is the maximum you can spend on a bike and accessories.

Please note that each application will need to meet the eligibility criteria below –

- Completion of Probation Period
- Permanent Contract with the College
- Affordability Check

If your application needs to be discussed further, I will contact you and arrange a date & time.

UNIDAYS

1. Visit Unidays - <https://www.myunidays.com/GB/en-GB>

2. Click Join now and set up an account using your email address (doesn't have to be your academic email at this point)

3. After doing your email preferences, choose your institution where you work, and choose a course (Type in any course name, such as Mathematics, Engineering, Nursing etc.). Then choose 1 for year of study and 3 for course length then click continue

4. Depending on the institution you've chosen, it will either ask you for an email address or you will be given the option to verify via your learning portal.

If it just asks for your email, provide your **academic/institutional email** and **click send email**

If it asks you to login to your learning portal, **do not click launch portal**. Instead, click on **the try alternative method button**. This will then give you the option to verify by email, at which point provide your **academic/institutional email** and **click send email**.

5. Verify your account by clicking through from the email you receive. If you don't get an email, follow the on-screen instructions.

UNIDAYS is great for online student discounts (also things like half price Spotify too!), but also work in shops too. All you need to do is download the app for smartphone, and once you login and set up, you will have a digital student ID card.

Costco Membership Card

All College Staff are eligible for a Costco membership. The annual cost is £33.60 including VAT as well as a free Spouse Card. You need to provide the following:

Staff ID Card + Photo ID (Driver's Licence or Passport) + Proof of address (a current utility bill or bank statement dated within the last 3 months)

Please contact Central Membership on 01923 830477 or visit your local warehouse to confirm your eligibility for Individual Membership. The nearest Costco from the college is Purley Way (Costco Croydon, Imperial Way, Croydon CR0 4RR)

TOTUM (NUS Extra) Card

All College staff can purchase a card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers.

The card offers discounts off goods and services in a range of categories including eating out, fashion, entertainment, travel, music and supermarkets.

<https://www.nus.org.uk/en/nus-extra/discounts/> - please see this link for information on discounts.

Application Process

Apply using your College email address ([.ac.uk](mailto:hr@croydon.ac.uk)) through the following link <https://cards.nusextra.co.uk/buy>

The instructions below will take you through the application process:

- Place of study – 'Croydon College'
You will be asked to verify your email address. Once verified, you will then be asked to complete:
- Education details - '**Course Level**' and '**Course Discipline**' – '**other**' should be selected for both, '**start date**' should be the current month and end date can be up to 3 years from the start date.
- Card membership option (1–3 years).
- Personal data - You will be asked to input a limited amount of personal data (e.g., date of birth and address) and accept the terms and conditions.
- Payment - Debit or credit card for payment.
- Delivery - Select Home delivery. Home delivery is £1.50.

Please contact hr@croydon.ac.uk if you have any difficulties.