

Post 16 Transport Application Form 2018-19

This is an interactive PDF that you can fill in electronically. When you have completed the form – please print, sign and send to: Passenger Transport, County Offices, Plough Lane, Hereford HR4 0LE. Please enclose payment of £285 for Autumn term. In due course £285 for Spring and £219 for Summer term.

First Name:	Surname:
Address:	
Postcode:	
Telephone:	Mobile:
DOB:	Male/Female:

Email (to be used for communication):

Please tick box to confirm you will be between 16-18 years of age on the: **01/09/2018** 16-18 Please note: Vacant seats may be provided to 19 + categories only on non-commercial transport.

Which County does your household pay council tax to?

Course Details:

Name of college/sixth form you will be attending:

Is this the first 1st, 2nd or 3rd year of study? 1st 2nd 3rd

What course(s) are you attending?

Route details (Photos are required for Train travel only. Please see Overleaf).

From: To:

If known, please advise which bus service you require or specify train station. Please note that only the most cost effective transport is provided. Photo ID cards must be retained throughout the duration of College life.

Special Educational Needs

Do you have any special educational needs? Yes No

If yes, please give details:

Please provide any further information that might be useful and relevant to your application

Declaration

Herefordshire Council is the Data Controller under data protection law and will use the information you provide on this form for the purpose of organising your transport. The legal basis for processing this data is our legal obligations under the Education Act 1996 legislation. We will store your data securely for 6 years after any transport ceases in line with the Data Retention Schedule. Herefordshire Council will only share your data with the Transport Operators and the School in order to provide you with transport and also Hoople Ltd for the collection of any payments. Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk>

Signed: Dated:

Student / parent / guardian

For office use only update 16/07/18 GB

FE Number	SEN?	Yes / No	Date:	Rider No:			
Herefordshire Council Tax Payer	Yes / No	Home Local Authority	Gloucestershire	Monmouthshire	Powys	Shropshire	Worcestershire
Contribution Attached	Yes / No	Paid by	Parent	Home Local Authority	B	B Invoice	B Int Invoice
Balance due from	Herefordshire	College	Other:	Home Local Authority Refusal Letter			
College authorisation				Home Local Authority Refusal Letter			
Contract				Assessed by:			

Applying for Post 16 Transport 2018-19

Initially a cheque payment should be submitted with this form made payable to Herefordshire Council. You can apply before accepted into college but if not successful or you cancel before term commences a full refund will be permitted. Do note you must allow up to 28 days for the provision of a travel pass and no refunds for travel expenses within that timescale will be made. Refunds are only permitted where, following full payment with the application form the issue of the travel permit has exceeded the 28 days. Passes are to be collected from the College following full payment each term. On Public transport all students must pay for the first journey to college where they will then pick up their pass.

Out of County Applicants

For all home addresses not paying Herefordshire Council tax the college will be asked by this office to approve part subsidy of travel costs. No Out of County applications are accepted for Dyson Perrin college courses.

Do I need a photograph?

Train Passes require a photograph. Please ensure you have one ready for when you collect your pass from College. Please do not send them in with your application.

Train passes

- Any student provided with a train pass, must retain the photo ID card throughout the duration of College life.
- At all times the travel ticket and the photo ID card must always display matching pass numbers. It is the student's responsibility to check this upon receipt of all new passes.
- **No Autumn Term train pass can be purchased after September 14th 2018. No Spring Term Train pass after January 11th 2019. No Summer Term Train pass after April 29th 2019.**

Communication

Please note it is intended that future communications from this office including all termly payment requests will be sent via any email address supplied on this form. Please ensure this information remains valid and legible and future amendments are notified to this office by email quoting rider number and student name. You must inform this office if you change home address or college

Payment request for each term.

Payment email/ letters will be sent out approximately 6 weeks before the end of each term detailing payment methods. Payment should preferably be via the online link to 'Pay for it' at www.herefordshire.gov.uk using your six digit rider number. You can also pay by debit/credit card by phone to 01432 383330 (08:30-16:30) or cheque (payable to Herefordshire Council). Following payment please allow up to 28 days for the pass to be issued to College. There is no need for students to reapply each term. A pro rata charge is made when not paying for all three terms, and no refunds are given on any unused or reduced summer term passes.

Direct Debit Payments

As termly payments have to be made prior to a term commencing these need to be registered at least 4 months prior.

Students claiming a Bursary from the College

All Bursary transport applications should be sent to the appropriate College who will then forward the transport application to the Passenger Transport Office.

Lost passes

These are charged for at a non refundable rate as shown on our webpage. During any time when a pass has been lost, no reimbursement will be given for additional fare costs. You are only permitted to purchase one replacement for a lost/stolen train pass in any 12 month period.