



## TRANSPORT ASSISTANCE FOR STUDENTS AGED 16 – 19 ACADEMIC YEAR 2018/19

**Please read this document carefully before completing the form**

Applicants must be aged under 19 on 31st August before the course starts to qualify for transport assistance.

**If you are applying for a direct travel payment you must also;**

- Be attending the nearest Local Authority maintained school, foundation school, academy or maintained college offering the chosen course (if applying for a direct travel payment);
- Be studying a full time course (at least 540 guided learning hours per year).
- Be more than 2 miles away from the nearest pick up point / bus stop

Please be aware that all seats are allocated on a first-come first-served basis and students are not guaranteed a place.

**If any of the following apply you will not qualify for assistance:**

- You are applying for Higher Education courses for which you may apply for a mandatory grant;
- You are 19 years of age or older on 1st September at the start of your course;
- You have not paid the annual or termly charge, or agreed to pay by standing order;
- You are in full time employment or on an equivalent training scheme.

**If you are applying for a direct travel payment, you will not qualify for assistance if;**

- You are on a part time course of less than 540 guided learning hours per year;
- There is a closer school / college offering the chosen course
- You live less than 2 miles away from the nearest pick up point / bus stop

**Applicants will be allocated to services based on the categories below.**

The categories are listed in order of priority (highest first):

**Category 1** - Students who have travelled on the service they are requesting in the previous academic year.

**Category 2** - Warwickshire residents who have not previously travelled on the service requested.

**Category 3** - Non-Warwickshire residents who have not previously travelled on the service requested.

### **IMPORTANT INFORMATION**

**Do not wait until you receive your GCSE results to apply.**

If you know which establishment you hope to attend, apply immediately. Payments will be refunded in full if your plans change. If we are able to allocate your child a seat and your completed form, payment, or agreement to pay by Standing Order, and if appropriate, proof of benefit, is received before 13<sup>th</sup> July 2018, your pass will be sent to you before the start of the autumn term. Applications received after this date will be dealt with in the order that they are received. **If you are late applying, we cannot guarantee that a pass will be issued in time for the start of the autumn term.** You may be expected to pay a daily fare (where possible) and any expenses incurred while waiting for your pass are non-refundable.

If your child does not have a bus pass by the start of term they will not be able to travel.

**There is no longer a bus pass amnesty for the first week of term.**

If your school/college is located on more than one site, you must indicate clearly which site you will be attending on the application form (e.g. Warwickshire College - Henley site). If payment is not received or if any part of the form is incomplete, it may delay your application. No pass will be issued until payment is received.

### **How much does it cost?**

<b>For those who pay full rate:</b>	<b>For those who pay the reduced* rate:</b>
£780 Annual	£390 Annual
£260 Term	£130 Term
£97.50 Standing Order (monthly)	£48.75 Standing Order (monthly)

\*In order to qualify for a reduced rate you need to be in receipt of a qualifying benefit.

### **The qualifying benefits are as follows:**

- Income Support
- Income-based Job Seekers Allowance (or equal based Income-based & Contribution based JSA)
- The Guarantee Element of State Pension Credit
- The Maximum Level of Working Tax Credit
- Employment and Support Allowance (Income-related, or equal based Income-based & Contribution based ESA)
- Child Tax Credit (below the relevant threshold of £16,190)
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit (with an annual income of less than £7,400)

You will need to either send a copy of all pages of your benefit award notice dated within the last 6 months or ask the Benefits Agency to stamp your form. If you receive Universal Credit please supply a screen shot or paper copy of your statement.

### **How to Pay**

Payment can be made by sending a cheque/postal order made payable to **Warwickshire County Council** with the application form. If you have more than one child please send individual cheques for each child where possible.

Alternatively, you can make payment over the phone by debit/card. We will confirm in writing when we are able to allocate your child a space on a service and are therefore able to take payment; at this time you will be given a deadline by which payment needs to be made. Failure to provide payment before the allocated deadline means we cannot guarantee a seat will be held. We are unable to take card payments in person and cannot guarantee that we will call you to take payment due to the large volumes of applications we receive.

Payment by Standing Order is available for annual pass purchases, however any applications made after the autumn term will not be suitable for standing order payments. If you wish to pay by this method, please tick the appropriate box on the application form and send with a cheque/postal order for the first instalment. Alternatively, you will need to make arrangements to pay the first instalment over the phone by credit/debit card.

**It is the parent/carer's responsibility to call the office to make payments by card.**

### **Important Information – Standing Orders**

**You must enclose the first payment of your standing order with your application form or make arrangements to pay the fee over the phone by the deadline given. Failure to**

**do this could cause your application to be delayed.**

Standing Orders are to be set up by Parents/Carers directly, Education Transport do not set up the Standing Order on your behalf. You will be sent an invoice along with a standing order mandate by our Finance department during the autumn term. You will need to take this information to your bank to set up the standing order. Payments must be set up to leave your account mid-month.

Standing Orders must start in September and finish in March, if your application is processed after the deadline then your monthly payments will be increased so that this deadline can be met.

For example:

<b>Standing Order Payments Start</b>	<b>Monthly Payment Amount (Full rate / Lower rate)</b>
September	£97.50 / £48.75
October	£113.75 / £56.88
November	£136.50 / £68.25
December	£170.62 / £85.31

Standing Order passes are issued on a termly basis; payments must be up to date by the end of each term or the bus pass will not be issued.

Standing Orders must be cancelled by the student/parent once the required monthly payments have been made. If a pass is needed for the next academic year, a new Standing Order should be set up once a new application is made.

**If you have elected to pay by Standing Order, please be aware that failure to make the required monthly payments will result in the full balance for the pass falling due. Failure to pay for the pass in full by the conclusion of the relevant term will result in the balance becoming recoverable as a civil debt.**

### Refunds

Refunds will only be processed upon the return of the pass. The amount refunded will be dependent on when the pass is returned.

Where payment is made by Standing Order and the pass is no longer required, students/parents must first notify the Education Transport department and then cancel the Standing Order.

All bus passes should be returned immediately to the Education Transport department at the address below. **If the pass is not returned, no refund will be given and proof of postage must be obtained when returning a pass by post.** If the pass goes missing there will be no refund without this documentation.

(Please note refunds are undertaken using BACS. If you have paid by card a refund can be processed back onto the card you paid with.)

### Validity of Bus Passes – Important Information

These are only valid for one journey in the morning and one journey in the afternoon, at the times shown on the timetable sent with the pass. The pass may be confiscated if used on any other service than the one specified on the pass. As many courses have flexible study hours, consideration should be given as to whether the transport available will meet your needs.

### **Direct Travel Payments (Not available to Non-Warwickshire residents)**

Direct travel payments are only offered to Warwickshire residents when there is no suitable Warwickshire County Council or commercial transport available between home and school/college. If this is the case you will receive a letter advising you of this.

The distance from home to your nearest pick up point/bus stop must exceed 2 miles (by the shortest walking route). Students must also be attending the nearest school sixth form/college offering the chosen course(s). To check your route, contact Transport Operations (details below).

If you are entitled to a direct travel payment you will be sent three claims forms (one for each term) to claim back £110 per year (or £220 if you are in receipt of a qualifying benefit). Students who receive a direct travel payment can apply to travel on a Warwickshire County Council service (normal terms and conditions apply) or you may use your own vehicle or public transport to get to school/college.

### **Renewal of termly passes**

Education Transport will write out four weeks before the end of the term inviting parents to renew a termly pass.

### **Replacement Passes**

There is a £10 fee to replace a Warwickshire County Council bus pass (£25 for Stagecoach/Johnsons/Arriva passes). Payment should be sent (cheques or postal orders payable to 'Warwickshire County Council') to Education Transport with either a replacement pass form (available from Education Transport, school / college, or the website) or a letter giving the pass holder's name and school / college details.

You may also pay for a replacement by calling the Education Transport department; payment can be made with a credit/debit card. Please do not send cash in the post. A replacement will be issued as soon as possible. Any fares charged whilst waiting for a replacement pass are non-refundable.

### **Terms and Conditions of Travel**

Both the parent/carer and student will be required to read the declaration contained within the application form. Submission of the application form will be considered as acceptance of the conditions. Failure to comply with the conditions may result in transport being withdrawn.

### **Contact Details**

#### **For enquiries about the transport policy and applications;**

Education Transport  
Saltisford Office Park  
Ansell Way  
Warwick  
CV34 4UL

**Telephone:** 01926 412929 (Option 1, Option 1)

**Email:** [educationtransport@warwickshire.gov.uk](mailto:educationtransport@warwickshire.gov.uk)

#### **For enquiries regarding route allocation, timetables and service operators;**

Transport Operations Group  
P.O. Box 43  
Shire Hall

Warwick  
CV34 4SX

**Telephone:** 01926 412929 (Option 1, Option 2)

**Email:** [busservices@warwickshire.gov.uk](mailto:busservices@warwickshire.gov.uk)

**Information can also be found on the website:** [www.warwickshire.gov.uk/schooltransport](http://www.warwickshire.gov.uk/schooltransport)