



APPLICATION FOR POST 16 TRANSPORT TO SOUTH DEVON COLLEGE

2012/13 ACADEMIC YEAR

For any queries regarding Post 16 transport please contact:

Torbay Council Children's Services Transport Team

Telephone: 01803 207688

Email: cstransport@torbay.gov.uk

Web: www.torbay.gov.uk/schooltravelsupport

Please return all applications in the envelope provided to the following address:

The Helpzone
South Devon College
Vantage Point, Long Road,
Paignton, TQ4 7EJ

ACADEMIC YEAR SEPTEMBER 2012 – JULY 2013
APPLICATION FOR POST 16 TRANSPORT ASSISTANCE TO SOUTH DEVON COLLEGE

Working in Partnership, Torbay Council, South Devon College and Stagecoach Devon are delighted to offer a discounted bus pass for any Students wishing to either study at South Devon College for the first time or continue their studies at the College.

PLEASE READ THIS GUIDANCE BEFORE COMPLETING AN APPLICATION

Entitlement

To be entitled to Local Authority assisted travel, there are 4 basic rules for all Students:

- Students must live in Torbay Council's area
- Students must be under 19 years of age at 31st August 2012
- Students must live more than three miles from South Devon College, unless a medical condition or other special need means they can not walk this distance.
- Students must attend a full time course

How much does it cost if I am entitled? You will fall into one of the two categories below:

1. If you have never received EMA before **AND** your annual household income is below **£21,000** you will be entitled to a **FREE** bus pass. Note that this includes anyone who lives independently because they are estranged from Family and claims benefits in their own name or is a Care Leaver.
 2. For all other Students, including anyone transferring from another Sixth Form, the transport will cost **£260.00** for the full Academic Year. You can also split the £260.00 payment to **10 x £26** monthly payments, or termly at **£88.00** for Autumn, **£86.00** for Spring and **£86.00** for Summer. You will be invoiced for this, please see the payment options overleaf. Travel passes are issued termly.
- For Students who choose to pay **Annually** or **Termly**, payments will be due by the **15th August 2012**.
 - For Students who choose to pay in **Monthly Instalments** or **Direct Debit**, the first payment will be due on the **15th September 2012**.

PLEASE DO NOT SEND A PAYMENT WITH THIS APPLICATION

What type of travel pass will I get?

You will be issued with a pass providing you with travel on the Stagecoach Devon bus network. The pass will only be valid on the 3, 4 or 5 days that will be stated on your student SDC ID card. On non College days any travel on the Stagecoach Devon network after 18.00 Monday-Friday and all day Saturday, Sunday & Bank Holidays will cost £1 per single trip, payable on the bus, when your bus pass is shown to the driver.

What happens if I need a taxi to get to College?

Students applying for taxi transport will need to explain the reason(s) why public transport is not suitable. A separate letter can be submitted if necessary and we may request medical evidence to support your application.

Photograph Information

If you are choosing to attach a photograph to this form, please follow these instructions:

- The photograph must be of standard passport size (35mm x 45mm)
- The Student's name needs to be clearly written on the back

Photographs can also be taken free of charge at the Torbay Council Connections offices in Torquay, Paignton or Brixham with no appointment necessary.

You can also email your photographs to cstransportpics@torbay.gov.uk. Students must be stood in front of a plain background and you must include the Student's name and date of birth in the email.

FINANCIAL INFORMATION : Please tick the following statements that apply:

I am living independently and claiming benefits in my own name

N.B: You must provide appropriate benefit evidence in order for your application to be processed.

I live with a Parent/Guardian and my household income is under £21,000

N.B: You must provide evidence of your household income in order for your application to be processed. Please see accompanying Learner Support Fund application form under 'Proof of Income' on front page for how you can prove your household income

None of the above applies – please complete the Payment Options below.

PAYMENT OPTIONS: Please confirm which method of payment you would like to use: (Please tick one option)

Annually (one invoice will be sent to cover the whole year)

Termly (one invoice with a 3 instalment payment plan will be sent)

Monthly Instalments (one invoice with a 10 instalment payment plan set up will be sent)

Monthly Direct Debit* (one invoice with a 10 instalment payment plan set up will be sent)

N.B: For Direct Debit instalments please complete the enclosed mandate and return with this form

Cheque payments - please make payable to TORBAY COUNCIL

Monthly Instalments are NOT the same as Direct Debit - payments are made via Post Office, Internet or over the telephone using a Credit/Debit Card.

PHOTOGRAPH OPTIONS: (Please tick one option)

My appearance has not changed, please use the photo I submitted last year

I have enclosed 1 x photograph for my travel pass with this form

I will email a photograph to cstransportpics@torbay.gov.uk

I will visit Connections (Torquay, Paignton or Brixham) to have my photograph taken

N.B: No appointment is necessary at a Torbay Council Connections Office

If you are sending a passport sized photograph, please make sure your name is on the back

I agree that the information I have provided for this Post 16 transport application is true and accurate.

Student Signature: **Date:**

Parent/Guardian Signature: **Date:**

(N.B THIS FORM MUST BE SIGNED BY A PARENT/GUARDIAN IF THE STUDENT APPLYING IS UNDER 18 YEARS OF AGE)

Please return this application by 15th June 2012. Applications received after this date can take several weeks to process, Therefore we cannot guarantee transport assistance for the start of term.

Data Protection Act 1998 – The Information and Photographs provided on this form will be used to assess your application for Post 16 Transport. It maybe available for this purpose, to other departments within the Council, Schools/Colleges and other local authorities. Data may also be used for the purposes of the prevention and detection of fraud; this may include disclosures to the police and other bodies. If you would like information on how your data is used please contact Torbay Council's Information Governance team on 01803 207467. More information regarding this can be found on Torbay Council's internet pages