

College and Out of Catchment School Form



Post 16 - Application for approval of Subsidised Travel Costs 2011/2012

Please read the notes on the attached pages carefully before filling in this form. Please complete the form in block capitals

Name of establishment you will be attending

Catchment area school

About yourself

Surname

Mr/Mrs/Miss/Ms

Forenames

Address

Date of birth

Age

Tel

Postcode

About your course

Title and level of full time course
(as printed in college/school prospectus)

AS/A2 Courses
(indicate level and subject)

Which year are you about to start?
(circle as appropriate)

1st

2nd

3rd

How long does the whole course last?
(circle as appropriate)

1 year

2 years

3 years

Additional courses

Date course begins (m/y)

Date course ends (m/y)

Note: If you change your course after completing this form, please notify us by calling the Customer Engagement Centre: 01234 718004

Your journey to school

Please circle as appropriate

Bus

Rail

Petrol Allowance

Taxi

From (name of bus stop/railway station):

To (name of bus stop/railway station):

Via (name of town)

Other information

If applicable what school did you previously attend?

When did you leave?

Do you have a current and continuing statement of Special Educational Needs?

Yes/No

Did you receive free transport in your last year to your previous school because of your special educational needs?

Yes/No

Data Protection Act 1998

In the course of providing transport services, we will computerise the details on this form. We may need to forward these details to relevant colleges and schools, transport providers and, occasionally, the Education Welfare Service. We will safeguard your details and will use them only for the purpose of providing transport. We will safeguard your details to any other organisations or individuals for other purposes.

Please continue overleaf

Photographs

Please print your name and the name of your school/college on the back of three passport-size photographs of yourself and attach them in the boxes

**Attach photo
here**

Please write the student's name and college/school on the back of the photographs

**Attach photo
here**

Please write the student's name and college/school on the back of the photographs

**Attach photo
here**

Please write the student's name and college/school on the back of the photographs

Please sign

Student's signature

Parent/Guardian signature

Date

Date

**After you have completed this form, take it to your college/school
Do not send cheques / postal orders with this form.
Please note that applications will not be accepted after 31 December 2011**

To be completed by the college/school

Course Code

Course Title (as printed in prospectus)

College/School Stamp

College / School Endorsement

I confirm that this application form has been completed by a student who has been offered a place on a **full time** course at this college/school, studying the courses as shown above.

Signed

Date

If the student has needs and has requested individual transport, please enclose a letter on college/school paper, outlining all relevant information on the student to enable us to arrange appropriate transport. This may be a taxi, minibus, etc

For office use

Date received

Please return to:

Commissioning Service,
Children's Services, Schools and Families,
Bedford Borough Council,
Borough Hall,
Cauldwell Street,
Bedford MK42 9AP

Applying for Approval of Subsidised Travel Costs to College/School



Please take care to read these notes and those overleaf, before completing the form

1 Who should apply?

You should only apply for the Post 16 transport scheme if you:

- are enrolling on and are about to attend a **full-time** course;
- live more than three miles from your place of study, measured by the shortest available walking route;
- will continue to live in Bedford Borough for as long as you are on the course. (If you move from Bedford Borough during the course, you will not normally continue to receive subsidised transport);
- will be 16 years of age or over and under 19 years of age at 1 September 2011 and
- will be attending the nearest **educational establishment** to your home address which offers the qualification you are studying for, irrespective of the module content. This may be in Bedfordshire or neighbouring county. You will be expected to attend a school which offers the qualification if it is the nearest establishment to your home.

2 How to apply

- You must re-apply before the beginning of each academic year.
- You must complete an application form as soon as you have a provisional place on a course.
- To make sure we consider your application before the start of the first term, you must apply before: **29 July 2011** if you are about to start your first year,

You may still be able to receive *subsidised* transport if you live less than three miles from your place of study, if you satisfy one of the following criteria:

- you have a proven medical condition which prevents you walking to college/school
- you can justify the need for subsidised transport on road safety grounds based on the Council's Road Safety policy.

You may receive **free** transport if:

- you had a Statement of Special Educational Needs when you left school and received free transport in the last year at school because of your special needs. You will still need to complete this form.
- your family is receiving Income Support, Working Tax Credit, Income Based Job Seekers Allowance, Pension Credits. You will still need to complete this form.

3 How to complete this form

1. Please complete all sections of the form.
2. Make sure you supply all the information asked for. If information is missing, we will return the form for you to complete and this will delay your assessment.
3. Include **all the subjects** you intend to study as part of your course.
4. Your parent or guardian must sign the form if you are under 18 years of age when you apply.
5. When you have completed the form, detach it from these notes, have it endorsed by the college/school and return it to us at: Commissioning Service, Children's Services, Schools and Families, Borough Hall, Bedford MK42 9AP, without delay. keep the notes in case you need to refer to them again.

or **8 July 2011** if you are about to start a second or later year.

Your application must reach us before 31 December 2011

- With your application you must submit three passport-size photographs with your full name and the name of your college/school on the back. **Do not send any payment with the application form.**




About Subsidised Transport to College/School

1. Once we have assessed your application, we will write to tell you our decision. In most cases we will not meet the full cost of transport. You will have to pay a contribution of £124.00 per term towards travel costs, or one payment of £335.00 for a full academic year.
2. If we approve your application, we will ask you to send a cheque/postal order for £124.00 (or £335.00) made payable to Bedford Borough Council, for your contribution. We will then provide a travel pass for one journey each way between home and school.
3. We will arrange the cheapest and most appropriate method of travel, based on **five full days' attendance per week**.
4. If we arrange a bus pass, we will send it to your home address.
5. If we arrange a rail season ticket you will normally collect this from the station where you board the train. In some cases you may need to meet the cost of travel to college/school on the first day of each term.
6. If you change course, move house, or cease to be a full time student, you **MUST** report this in writing to us at once.
7. If you no longer qualify for subsidised transport, you must return the travel pass to us at the address below. If you do not return the travel pass, we can charge you the full cost of the expired portion.
8. If you lose your bus pass, apply to us for a replacement. You will need to supply a new photograph and enclose a cheque or postal order for £5.00 made payable to Bedford Borough Council.
9. If you lose your rail season ticket, apply for a replacement to the railway station where you obtained your ticket. You will have to pay a replacement charge to the railway company.
10. We will process late applications as quickly as we can. If your application arrives late, your subsidised transport may not start at the beginning of term. We will calculate a later starting date, allowing for the 15 working days it takes us to process the application plus any time it takes you to send in the payment and any postal delays which are out of our control. If we take longer than 15 working days to process the application, we will refund the cost of any day tickets you have to buy as a result. Please keep the tickets or receipts to submit when you claim. **We will not accept any applications which arrive later than 31 December of each year.**
11. The subsidised scheme is fixed at a termly rate of £124.00 (or £335.00 for an academic year). No reduction is available for part week travel or single daily journeys.
12. We cannot guarantee that the subsidised rate is the cheapest way to travel. We advise you to make your own enquiries about possible alternatives.

We will only consider subsidised transport if you have chosen to attend the nearest educational establishment offering your chosen qualification irrespective of the module content. This means that when looking at the availability of courses you need to consider colleges as well as schools.

PLEASE NOTE: YOU MUST MAKE A NEW APPLICATION FOR EACH ACADEMIC YEAR.

**If you have any queries relating to this form please contact our
CUSTOMER ENGAGEMENT CENTRE:**

 **01234 718004**

 **school.transport@bedford.gov.uk**