



## BUS PASS APPLICATION FORM 2016 - 17

As part of a pilot scheme the bus pass for the Congleton and Knutsford routes is free. Please be aware it's free for all other routes for households with income under £25,000. Otherwise the subsidised cost is £300 per year. Payment can be made fully at enrolment or split into 2 payments September (£175) and January (£125). Please note that the charge is only a contribution towards the full cost of the transport and you are therefore liable to pay this charge in full irrespective of how often your son/daughter travels on the service provided. Other costs apply for Apprentices, HE Students and Adults

If you wish to apply for assistance with the cost of your bus pass, please provide evidence as requested. You may also be eligible for further financial assistance and Student Services will use this financial information to assess your eligibility and advise you of other support available. **Passes must be collected from Reception during the first week of each term. Please note that applications may take up to 2 weeks to process.**

Replacement bus passes cost £5 for a College pass or £20 for an Arriva pass.

**Confirmation of assessment and eligibility will be sent by email - please provide a parental email address:**

**PARENTS EMAIL ADDRESS:**.....

### Section 1: Student's Details

Name of Student  Male  Female

Address inc Postcode

Bus Route

Date of Birth  Age as at 31<sup>st</sup> August 2016

British Citizen  EU/EEA Citizen\*  \* Please supply a copy of your passport

Please note that if you are not an EU or British citizen you are not eligible for assistance

### Section 2: Course Details

Please note: Priority is given to students aged 16-18 on full time programmes and apprenticeships. 19+ Apprentices, Higher Education or Adult Students will be allocated a spare seat if available. These will be assessed during the 3<sup>rd</sup> week of September. Please note Apprentices or Higher Education students are not eligible for financial assistance towards the cost of the bus pass.

Course Title Include Level  Full Time  Apprentice  Higher Education  19+

**If you do not wish to apply for financial assistance with course costs please go to Section 5**

### Section 3: Student's status or Parental status if the student is aged 16-18

Marital Status Single  Married or living with Partner  Separated or Divorced

Who do you live with?  
 Mother/Step Mother  Father/Step Father  Both Parents  Partner

Other, please specify

### Section 4: Financial Statement – only complete if requesting financial support

Your household income is one of the criteria which will help us to assess your application. Please tick what type of evidence you have provided. If you cannot provide evidence we cannot process your application

Full Tax Credit Notice for 2016/17  ESA or JSA Letter dated within 3 months of start  Wage/Salary slips (last 2 months)  Income Support/ Universal Credit dated within 3 months of start

Other Benefits/ Pension (dated within 3 months of start)  Other (specify)

I confirm that I do not have savings of more than £8,000

**Confidentiality**

Applications are seen only by Student Services staff. It may be necessary for additional supporting information to be sought in order for a decision to be made.

**Data Protection Act 1998**

Macclesfield College is a data controller in terms of the 1998 legislation. Student Services follows College policy in matters of data protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act. Personal Data will be used solely in the College for statistical purposes and record keeping. The data will not be passed to any other third party without your consent, except when the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Head of Student Services and Support

**Section 5: Declaration**

- I certify that the information in this application is true and accurate
- Bus Pass Application:
- I understand that my bus pass application is conditional on my enrolment on a valid College programme.
  - I understand that if I fail to carry my bus pass I will not be able to travel on the vehicle
  - I understand that I must behave in an appropriate manner whilst on the vehicle and obey the instructions of the driver, failure to do so may result in my pass being withdrawn.
- Additional Funding:
- I understand that my funding is conditional on my enrolment on a valid College programme
  - It is my responsibility to inform Student Services if I withdraw from my course and I understand that I may be required to repay any monies awarded to me or to return equipment purchased for me.
  - I understand that if my monthly attendance level drops below 90% I will lose that month's funding. If I fail two monthly attendance checks in a row, I understand that my funding may be stopped.
  - I understand that should demand for funds exceed the College's Learner Support Fund allocation, funding may be reduced or withheld.

Student Signature

Date

Parent or Guardian  
Signature

Date

**PLEASE DO NOT SEND PAYMENT WITH THIS APPLICATION**

***Please Note: Please send copies of documents as the College is unable to return originals.***

Please send application and evidence to:

Bus Applications  
Student Services  
Macclesfield College  
FREEPOST SK1504  
Park Lane  
Macclesfield  
SK11 8YA

Office use only