

BUS PASS APPLICATION FORM 2014 - 15

The cost of the pass will be £250.00, this can be paid fully at enrolment or split into 2 payments September (£150) and January (£100). If you wish to apply for assistance with the cost of your bus pass, please see check the details overleaf and provide evidence as requested.

Passes must be collected from Reception during the first week of each term. **Please note that applications take approximately 4 weeks to process and students should be prepared to make their own way into College during that time.**

Student Surname:		
Student First Name:		
Date of Birth:		Age on 31/08/14
Parent/Guardian Name		
Full Address		
Postcode		
Contact Mobile No. <small>This will be used to remind you to collect your pass</small>		
Bus Service		
Full Name of Course		

Please sign the declaration

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manner whilst on the vehicle and obey the instructions of the driver, failure to do so may result in my pass being withdrawn.

We understand that the charge is only a contribution towards the full cost of the transport and we are therefore liable to pay this charge in full irrespective of how often my son/daughter travels on the service provided.

I certify that the information in this application is true and accurate

Signed: Student.....

Signed: Parent/Guardian

PLEASE DO NOT SEND PAYMENT WITH THIS APPLICATION

Please return to: Bus Pass Applications, Student Services, Macclesfield College,
FREEPOST SK1504, Park Lane, Macclesfield, SK11 8YA

To be eligible for assistance towards the cost of a Bus pass the household income including any benefits received needs to be:

Under £20,817 - Free bus pass
 Between £20,818 - £25,521 - 80% reduction

Please note that irrespective of income, students are required to pay £5 to replace a lost College bus pass or £20 for an Arriva pass.

The following evidence is required to claim a reduction:

BENEFIT	WHAT COLLEGE REQUIRES
Income Support	A copy of the latest notification letter which is sent from "The Jobcentre." (All Pages). This must be dated within 3 months of the start of the course.
Working Family Tax Credit	A copy of the latest summary which is sent from HMRC, needs to be the <u>all pages</u> <i>If a student is applying for free transport from Sept 14, we need to have 2014-15 summary in order for us to be able to complete the assessment.</i>
Jobseekers allowance & Employment Support Allowance	A copy of the latest notification letter which is sent from "The Jobcentre." (All Pages). The letter needs to state whether this benefit is INCOME based or CONTRIBUTION based. (Only INCOME based qualifies though). This must be dated within 3 months of the start of the course.
Pension Credit	A copy of the latest summary which is sent from HMRC, need to be <u>all pages</u> .
Universal Credit	A copy of the latest summary which is sent from HMRC, needs to be the <u>all pages</u>

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

Please send evidence to:

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

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