

(cont...) Who is this leaflet for?

Students who are transferring to a College of Further Education and who previously had a Statement of Special Educational Needs with transport provision included are advised to contact their selected college(s) who will be able to provide information, should transport continue to be required.

How and when do I apply?

Apply NOW on this form even if you are unsure whether you will continue in post 16 education.

All transport for next year is planned and allocated through the summer months. To ensure your transport is available from the start of the autumn term, **YOU MUST APPLY BEFORE 27TH JUNE 2008.**

Don't worry if your course depends on GCSE results – apply anyway and return your travel pass to us if you do not take up the course.

You must apply for each year of your post 16 education, even if you are already receiving transport assistance.

If you are intending to study at Brooksby Melton College

Please send the application form and payment to the college. You should also include a recent passport-sized photograph of yourself.

What happens if I apply late?

Applications received **after 27TH JUNE 2008** will be treated as late and there is no guarantee that transport will be arranged before the start of the autumn term.

Forms received late, particularly in August/September, could mean up to an 8 week wait for transport to be arranged. If this happens, you should be prepared to arrange and pay for your own transport initially. No refund of fares, expenses incurred or prorated reduction of charges will be made for late applications received before 30th September.

What is the charge and how do I pay it?

The charge will be £240 for 2008/9.

There are a variety of ways you can pay for your transport, including cheques, postal orders or Credit/Debit/Direct Debit.

If you are paying by cheque or postal order then you will need to include the fee, £240.00, in full, with your application, writing the students name on the reverse of the cheque or postal order. Cheques and postal orders must be payable to Leicestershire County Council. Transport will only be arranged (and appropriate passes issued) on receipt of the fee or a mandate.

We would prefer immediate payment but we recognise that the cost may be difficult for some families to make full payment now. Payment in up to 8 monthly instalments can be arranged but must be completed by April. (Please see the attached Direct Debit form).

Please note that failure to complete payments for transport fees may result in students from being excluded from using school/college transport and from making any further applications.

Please do NOT send cash.

Is there any exemption from payment of the charge?

No. Please see "Can I get other assistance to continue my education?" overleaf. However, you may not have to pay if you are taking certain courses designed for students with special needs.

What if I am not entitled or decide later not to continue my education?

Once we have your form we will determine whether or not you are entitled to assisted transport. If you are not entitled, we shall send you a letter explaining why and also return your cheque / postal order or payment mandate.

If, having received your travel pass, you decide not to continue your education, please write to us returning the pass. We will then send you an appropriate refund. Refunds will not be considered for passes returned after the end of February. Please note that a refund can only be made if we receive the pass back.

What sort of transport will I get if I am entitled?

If you are entitled, you will generally be provided with a bus pass. For some students this will be for travel on a school contract bus, for others it will be for use on public bus services. We will decide which, so that we can make best use of the resources available to us.

STUDENTS SHOULD CHECK ALL THE ALTERNATIVE COSTS INCLUDING THOSE OF PUBLIC BUS OPERATORS' PASSES FOR USE ON LOCAL SERVICES TO ENSURE THAT THEY ARE PURCHASING THE BEST VALUE TRANSPORT BEFORE COMPLETING AND SUBMITTING THIS APPLICATION.

You will need to seal a recent passport-sized photograph of yourself into the pass when you receive it, validating it for use. In certain circumstances we may pay a small mileage allowance for travel by private car, which is payable in arrears at the end of each term. You will not qualify for a mileage allowance if you can do the journey by either a contract service or public bus service. You should still apply in advance for this allowance using this form. If you need further information on whether we will pay a mileage allowance you should contact us on the Passenger Transport Helpline (0116) 305 8777.

What if I need more advice?

For general advice, contact the Passenger Transport Helpline on (0116) 305 8777 (Monday-Friday 8am – 5pm). For advice on entitlement to transport assistance contact the Children and Young People's Service on (0116) 305 6630. If you live in the **City of Leicester**, contact the Education Department at Leicester City Council on (0116) 252 7802.

Where do I send my form?

Detach the application form and send it with the payment to:

**16+ Student Applications
Passenger Transport Unit
P.O. Box 1151
Leicester
LE3 8ZQ**

When should I return my form?

The form should reach us by not later than **27TH JUNE 2008** to guarantee that transport can be arranged for the start of term in September. Do NOT send photographs with the form.

If you wish us to confirm receipt of your application then please enclose a stamped addressed envelope.

Can I get other assistance to continue my education?

You may qualify for other financial assistance to continue your education after 16. You should contact your school or college office who will give you further details.

Guideline leaflets in this series

This leaflet aims to give advice and information to students, parents, schools, colleges and bus operators who use and deliver transport services provided by Leicestershire County Council.

Other leaflets in this series, available on request, include:-

- ★ **Anti Social Behaviour on School Buses**
- ★ **Guidelines for School Staff**
- ★ **Bus Passes - Frequently Asked Questions**
- ★ **Guidelines for Parents and Students**
- ★ **Guidelines for Drivers**
- ★ **Guidelines for Parents: Special Educational Needs Transport**
- ★ **Guidelines for Parents of Primary School Children**

If you have any comments about this leaflet or the services it relates to or if you require information contained in this leaflet in an alternative version, e.g. large print, Braille, tape or an alternative language please telephone:

0116 305 8777

fax: 0116 305 7181

minicom: 0116 305 6870

or write to:

**Passenger Transport Unit
School Transport Applications
P.O. Box 1151, LEICESTER LE3 8ZQ**

or visit our website:

www.leics.gov.uk/education/transport

The information contained in this leaflet was correct at time of going to print.

Leicestershire School and College Transport

Assisted Transport for 16-19 Year Old Students (Years 12 & 13)



Information & application form

2008/09

School and College Transport 2008/2009

Who is this leaflet for?

Students living in Leicestershire, who will be aged 16 to 19 inclusive on 1st September 2008 and who will still be in full time education at school or further education college.

You should **USE** this form if:-

- You live more than than three miles from your catchment school or college
- You live more than than three miles from the nearest school or college offering the required courses

You should **NOT USE** this form if:-

- You will be aged 19 or over on 1st September 2008 and you are starting a new course OR you are intending to take a higher education course – contact Student Finance at your Local Authority

OR

- You will be attending Loughborough College (not the University School of Art & Design), Leicester College, Stephenson College or South Leicestershire College – you will need to complete a separate application form available from the college

OR

- You live in the City of Leicester – a separate application form is available from Leicester City Council (0116) 252 7802 (continued overleaf...)

This Guarantee should be detached and retained by the Payer



The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Leicestershire County Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Leicestershire County Council or your Bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society.

Please also send a copy of your letter to us.



Please fill in the form using a ball point pen and send it to:

School Transport Applications
Passenger Transport Unit
P.O. BOX 1151
LE3 8ZQ

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To : The Manager	Bank/Building Society
Address	
Postcode	

Reference Number (Your reference is found on the top right-hand corner of the invoice)

SIXT_



Instruction to your Bank or Building Society to pay by Direct Debit

Originator's Identification Number

6	5	9	0	9	9
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For Leicestershire County Council official use only.
This is not part of the instruction to your Bank or Building Society.

Payment for

16+ Transport for (Insert Student Name)

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Payment Terms

No more than 8 monthly instalments to be paid by 30 April

Core Ref

Instruction to your Bank or Building Society

Please pay Leicestershire County Council from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Leicestershire County Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

Application Form for Transport Assistance Year 12 and 13 students - 2008/2009

Please read the explanatory notes before completing this application form. Complete all parts fully in **BLOCK CAPITALS**. Tick boxes where appropriate. **The parent/guardian must sign the declaration.** DO NOT COMPLETE THIS APPLICATION FORM IF ATTENDING LOUGHBOROUGH, SOUTH LEICESTERSHIRE, STEPHENSON COLLEGE OR LEICESTER COLLEGE.

STUDENT'S SURNAME FORENAME

SEX Male Female DATE OF BIRTH AGE on 1st September 2008

ADDRESS

POST CODE DAYTIME PHONE No. (& Mobile if appropriate)

NAME OF SCHOOL/COLLEGE (from Sept. 2008) CAMPUS

FULL NAME OF ALL QUALIFICATIONS AND COURSE / SUBJECT TITLES TO BE STUDIED

Please be as specific as possible e.g. GNVQ Advanced Art & Design, A Level Mathematics (Pure & Statistics) etc.

WHICH YEAR OF STUDYING THIS COURSE WILL YOU BE IN? 1st 2nd 3rd

BUS BOARDING POINT (near your home)

PREFERRED TRANSPORT OPERATOR AND SERVICE NO.

DID YOU APPLY FOR A PASS LAST YEAR? Yes No

IF YOU HAD A PASS LAST YEAR WHICH SERVICE DID YOU TRAVEL ON?

ARE YOU TAKING A COURSE DESIGNED FOR THOSE WITH SPECIAL EDUCATIONAL NEEDS? Yes No

I ENCLOSE A CHEQUE PAYABLE TO LEICESTERSHIRE COUNTY COUNCIL DEBIT/CREDIT CARD

POSTAL ORDER DIRECT DEBIT (complete form)

HAS A DIRECT DEBIT BEEN SET UP PREVIOUSLY FOR THIS STUDENT? Yes No

DECLARATION

I certify that the above information is correct to the best of my knowledge and that sums due for transport provided as a result of this application will be paid promptly. I agree to return my travel pass issued if my child/ward withdraws from the course specified above or if he/she is found to be unentitled to the transport provision and accept the terms set out in this leaflet.

Signature of parent/guardian _____ Date _____

NAME OF PERSON SIGNING IN BLOCK CAPITALS

FOR OFFICIAL USE ONLY

ENT: Y / N / SEN Charge? Y / SEN Debt? Y / N DFE _____ Contract / Season _____ LGR Cat.

Comments _____ Comments _____

Logging Officer _____ Date _____

Officer _____ Date _____ Entered on STADS by _____ Date _____

Return to: 16+ Student Applications, P.O. BOX 1151, LEICESTER, LE3 8ZQ (or direct to Brooksby Melton College if attending that college)

Credit/Debit Card Mandate

I wish to pay by Visa/Mastercard/Switch/Solo/Delta and authorise you to debit my account with the amount of £240.00.

Name of card issuer e.g. "Natwest"

My card number is:

Last 3 digits of security code on signature strip on back of card:

Issue number: (Switch/Solo only)

Expiry date on card:

Valid from date on card:

Name as on card (BLOCK CAPITALS)

Signature _____

Date _____

Student's Name

School/College

House number Postcode

OFFICE USE