North Yorkshire County Council

Children and Young People's Service

POST 16 TRANSPORT APPLICATION FORM
Academic Year 2013/14

Student details

Title		DOB	Age
First Name(s)		Surname	
House Name or Number			
Street			
Town			
County		Post Code	

Is this a renewal of Post 16 assistance: YES / NO **Previous Reference Number:** **CYPS**

Have you moved in the last 6 months? YES / NO **Date of move**

Previous Address

Number & Street		
Town		
County		Postcode

Course Details

Previous School / College attended during 2012/13			
School / College to be attended in 2013/14			
Type of course you are planning to attend e.g. GCSE, A Level, Vocational (please state the full level)		Duration	Hours of study
Subject(s)			
University Course (you wish to pursue if known) and or Career Choice (if known)			

Additional Details

Do you have any special medical factors that need to be considered for this application or a statement of special educational needs? (Please note you will need to attach evidence)	
Do you have any other special circumstances that we need to take into consideration? (Are you a registered young carer? Do you live with foster parents? Are you in the care of the local authority?) Please note you will need to provide evidence.	

Parent / Guardian Details

Title		First Name(s)
Surname		
E mail Address		
Telephone Number		Mobile Number
Address same as student?	Yes ☐ No ☐	Only complete the address below if the parent/guardian address is different from the student address
House Name or Number		Street
Town		County
Post Code		

Payment Options (Please indicate your preferred option)

Direct Debit Single Payment of £**360** or ☐ 9 monthly payments of £**40** **(1st payment due 1/10/13)** ☐ Please complete the Direct Debit mandate form and return	**Cheque for £360** ☐ Please make payable to North Yorkshire County Council and clearly write the name of the student on the reverse
Credit / Debit Card payment of £360.00 ☐ Please complete all card details below	Visa ☐ Mastercard ☐ Switch / Maestro ☐ Delta ☐

Card Number

Last 3 numbers of security code

Expiry Date (DD/MM/YY)

Cardholder Name as shown on card (Please Print)

Signature

Parent and Student / Guardian Agreement

We understand and agree that:

- The information we have given is true and correct.
- A contribution is required towards the cost of the transport.
- The contribution is charged pro rata if transport assistance is requested part way through the year.
- The County Council can withdraw transport in certain circumstances.
- No travel pass will be issued until either full payment is received or a direct debit mandate is completed.
- We have read the Terms and Conditions attached to Post 16 Transport Assistance

Data Protection Act 1998 *- The data collected on this form will be held on file for seven years. North Yorkshire County Council may make enquiries about the validity of the information provided from other central and / or local government bodies, as deemed appropriate by the Authority. The County Council has a duty to protect public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.*

Signatures (both student & parent/guardian must sign)

We confirm that we have read the above agreement including the Terms and Conditions and agree to abide by the conditions.

Student Signature	Date

Parent / Guardian - please complete section below and print clearly

Title	First Name(s)	Surname
Parent / Guardian Signature		Date

Send completed form to: Post 16 Team (CYPS) NYCC Jesmond House 31/33 Victoria Avenue Harrogate HG1 5QE
It would assist us if your form was returned before 31st July 2013

Terms and conditions for applying for Post 16 transport assistance.

Terms and Conditions of Post 16 transport assistance:

1. The information given on the application is, to my knowledge true and correct.
2. Post 16 transport assistance will only be awarded if I meet the eligibility criteria of the Post 16 transport policy.
3. The student/parent is required to make a contribution towards the costs of transport.
4. The cost of transport is not means tested.
5. The County Council can withdraw transport in certain circumstances.
6. If I am entitled to Post 16 transport assistance and there is no transport available, I may be offered a mileage allowance.
7. No travel pass will be issued until either full payment is received or Direct Debit payments arranged.
8. Failure to meet any instalment by direct debit may result in transport being withdrawn. I will be notified in writing should this occur and the outstanding balance must be paid.
9. If I apply partway through the year the contribution is still chargeable, if I apply after 31 October the amount will be charged pro-rata.
10. Refunds will be considered and may be approved only if the travel pass/es is/are returned (**proof of postage is required i.e. Recorded Delivery**).
11. Any refund will be from the date the pass/es is/are received by Post 16 Transport, CYPS, Jesmond House, 31-33 Victoria Avenue, Harrogate, HG1 5QE.
12. A valid pass must be carried for each occasion a journey is undertaken.
13. Transport will be by the most cost effect service available to the Authority and will be from the beginning and end of the normal school/college day. If my course timetable varies on particular days I will not be provided with an alternative travel permit.
14. I am aware that the NYCC Post 16 transport scheme may not be the cheapest option for transport.
15. If transport assistance is awarded to attend an alternative establishment due to my course combination and I am found to be no longer attending that particular course my transport assistance will be withdrawn, unless the eligibility criteria is still being met.
16. If there is no transport directly from my address, I will have to make my own way to the nearest pick up point.
17. Transport will only be provided to the main school or college. Assistance will not be provided for work placement or for periods of study away from the main campus.
18. If I cancel the Post 16 transport assistance or default on payment and the Authority has provided a pass/es for commercial transport I will be responsible for the full value of the pass/es if it/they is/are not returned. In some cases this could be over the value of £2500 (see point 8).
19. Failure to pay the travel charge or any outstanding balance will result in an invoice being raised against me.
20. I am unable to cancel the Post 16 transport assistance after the 1 April (please be aware transport is contracted until the end of the year academic year and therefore you will remain responsible for the cost).

North Yorkshire County Council

DIRECT Debit

Please fill in the whole form, excluding official use box, using a black ball point pen and send it to:

POST 16 TEAM (CYPS)
North Yorkshire County Council
Jesmond House
31/33 Victoria Avenue
Harrogate, North Yorkshire, HG1 5QE

Name(s) of Account Holder(s)

Bank or 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 (for Office Use)

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

Service User Number - SUN

4	3	7	9	0	6

FOR North Yorkshire County Council OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Address of Account Holder if different from that of Student

Instruction to your Bank or Building Society

Please pay North Yorkshire County Council Direct Debits 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 North Yorkshire 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

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

DIRECT Debit

- 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 North Yorkshire 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 North Yorkshire 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.