



POST 16 TRANSPORT ANNUAL APPLICATION FORM
Academic Year 2016/17

Student details

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

Renewal for Post 16 Transport: YES / NO

Lagan Ref Number (if known)

Course Details

School / College attended during 2015/16	
School / College to be attended in 2016/17 including campus or site (if different to above)	
Course you are planning to attend e.g. GCSE, A Level, Vocational (please state the full level)	
Subject(s)	
Proposed - University Course and your Career Choice (please specify)	

Additional Details

Does the young person have an Education Health Care Plan (ie a statement of special educational needs) or a 139 a Learning Disability Assessment?

Is the young person looked after by the local Authority?

You do not need to provide proof but please tick the relevant box

Are there any other circumstances we need to be aware of in relation to this application? Eg wheelchair user, medical needs, severe behavioural issues.	
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Parent / Guardian Details

Title		Full Name	
E mail Address			
Telephone Number		Mobile Number	
Full address and post code if different to the student			

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 unless I am exempt.
- The County Council may use the information provided to process my application on low income grounds and to check that I am on a relevant means tested benefit to qualify for the reduced charge
- 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 six 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

before 31st July 2016

We cannot guarantee transport will be in place for the start of term if received after this date.

Terms and Conditions of Post 16 transport assistance

1. The information given on the application is true and correct.
2. Post 16 transport assistance will only be awarded if I meet the eligibility criteria of the Post 16 transport policy available at www.northyorks.gov.uk/post16transport
3. The student/parent is required to make a contribution towards the costs of transport. There is no charge for students with special educational needs who have one of the following: an education health care plan, a statement of special educational needs or a 139a Learning Disability Assessment. Students are exempt who are Looked After by North Yorkshire County Council, registered young carers or are on Income Support in their own right.
4. The charge will be reduced by 50% for students whose families are on low income and students who are young parents on low income. To qualify for a reduced charge on low income grounds applicants or the family need to be on one of the means tested benefits listed below:
 - Income Support
 - Income Based Job Seekers Allowance
 - Income Related Employment and Support Allowance
 - Child Tax Credit but not entitled to Working Tax Credit and your household income does not exceed £16,190, (as assessed by HM Revenue and Customs)
 - Support under part VI of the Immigration and Asylum Act 1999
 - Guarantee element of State Pension Credit
 - A Run on of Working Tax Credit i.e. the payment someone may receive for a further four weeks after they stop qualifying for WTC
 - Entitled to the maximum level of Working Tax Credit and the reduction due to income is zero (as indicated on your award – you need to provide a copy of this so we can determine this)If we are unable to establish that you qualify for a reduction of 50% of the charge then the full payment will be applied should the application be approved and will only be reduced from the date evidence is received.
5. I understand that it may be necessary for the Authority to contact the school/college named to verify, attendance, course being studied, free school meal status and entitlement to bursary funding etc.
6. The County Council can withdraw or alter the type of transport provision in certain circumstances.(e.g. if the service is no longer running for a fully entitled pupil or a more cost effective service is identified)
7. If I am entitled to Post 16 transport assistance and there is no transport available, I may be offered a mileage allowance.
8. No travel pass will be issued until either full payment is received or Direct Debit payments arranged
9. ***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. In the event that I do default on payment and I have been provided with a discounted or commercial pass I am responsible for the full cost.***
10. If I apply partway through the year or after 31st October the contribution **may** be charged pro-rata. However, if you had a valid pass the previous year/s on the service you are applying for, and you can't prove you have used alternative transport until then, you will be charged **full price** regardless of when you apply.
11. A valid pass must be carried for each occasion a journey is undertaken. If found to be travelling without a valid pass you will be charged full price if you subsequently apply.
12. Refunds will only be considered if the travel pass or passes are returned (**proof of postage is required i.e. Recorded Delivery**). Any refund will be from the date the pass or passes are received by Post 16 Transport, CYPS, Jesmond House, 31-33 Victoria Avenue, Harrogate, HG1 5QE. (see point 19)
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 the course timetable varies on particular days no alternative travel permit will be arranged.
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, rather than the nearest, 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 or at a discounted I will be responsible for the full value of the pass or passes if not returned before 1 April. In some cases this could be over the value of £2500 (see point 9).
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.***