

**POST 16 TRANSPORT ANNUAL APPLICATION FORM**  
**Academic Year 2019/20**

**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 2018/19	
School / College to be attended in 2019/20 including campus or site (if different to above)	
Course you are planning to attend e.g. GCSE, A Level, Vocational ( <b>please state the full level</b> )	
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)

Is the young person looked after by the local Authority?   
**You do not need to provide proof but please tick the relevant box**

Is the young person a registered young carer?   
**You will need to provide proof to allow us to consider this.**

**Low Income Applicants Only** (see point 4 of terms and conditions for qualifying criteria)

This section must be completed if you want to be considered for a reduced charge( new starters only)

Is the young person currently entitled to free school meals?      Yes       No

Name of person claiming the means tested benefit:

Date of Birth of claimant       National Insurance Number

**or** Is the young person's parent/guardian on the maximum level of Working Tax Credit(ie with no reduction due to Income?      Yes       No

**\*If yes you will need to provide us with a copy of your 2019/20 tax award from HMRC**

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			

**Payment Amounts and Options**

Please indicate the charge that applies to you and choose **ONE** payment option only

<b>£490 – New application or renewal for 2019/20</b> <input type="checkbox"/> <b>£245 – Low Income new application 2019/20</b> <input type="checkbox"/> <b>No charge – see point 3 of terms and conditions</b> <input type="checkbox"/>	<b>B - Cheque</b> Please make payable to <i>North Yorkshire County Council</i> <input type="checkbox"/> and clearly write the name of the student on the reverse <input type="checkbox"/>		
	<b>C - Credit / Debit Card payment for the full amount</b>		
<b>A - Direct Debits</b>  9 monthly payments <b>starting 1/10/19 (if applying before September)</b> <input type="checkbox"/>  £490 -first payment £90 followed by 8 payments of £50 £245 -first payment £45 followed by 8 payments of £25 <b>Or</b> <input type="checkbox"/> 1 Single Payment for the full amount	Debit Card <input type="checkbox"/>	Credit card <input type="checkbox"/>	
	<b>Card Number</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	Expiry Date (MMYY) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Last 3 numbers of security code <input type="text"/> <input type="text"/> <input type="text"/>	
	Cardholder Name as shown on card (Please Print)		
<b>Please complete the Direct Debit mandate form and return with your completed application</b>			

**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

**General Data Protection Regulation (GDPR) and the Data Protection Act 2018** – 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. For more information on why we collect your data, the legal basis we rely on for processing your data and who we share it with, refer to the Council's Privacy Notice: [www.northyorks.gov.uk/privacy-notices](http://www.northyorks.gov.uk/privacy-notices)

**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.

<b>Student Signature</b>	Date	
<b>Parent / Guardian - please complete section below and print clearly</b>		
Title	First Name(s)	Surname
<b>Parent / Guardian Signature</b>	Date	

**Send completed form to: Post 16 Team (CYPS) NYCC Jesmond House 31/33 Victoria Avenue Harrogate HG1 5QE before 31<sup>st</sup> July 2019**

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

## Terms and Conditions of transport assistance to sixth form or college

1. The information given on the application is to my knowledge true and correct.
2. 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](http://www.northyorks.gov.uk/post16transport)
3. I am aware a contribution has to be made towards the costs of transport. There is no charge for students who are Looked After by North Yorkshire County Council, who are registered young carers or live independently and are in receipt of Income Support in their own right.
4. The charge will be reduced by 50% for students whose families or themselves are on receipt of the qualifying benefits for free school meals as listed on NYCC's website or receive the maximum level of working tax credits. If I am unable to prove that I qualify for a reduction of 50% of the charge then the full payment will be applied should the application be approved.
5. I understand that it may be necessary for the Authority to contact the sixth form/college named to verify, attendance, course being studied, free school meal status, entitlement to bursary funding etc.
6. The County Council can withdraw the type of transport provision in certain circumstances eg a service is no longer needed for statutory age pupils.
7. If I am entitled to transport assistance to sixth form/college 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 a commercial pass I am responsible for the full cost.**
10. For SEND students where a taxi has been commissioned, failure to meet any direct debits instalments will automatically trigger a cancellation request. The cancellation of transport will be enacted if a further attempt for payment is rejected.
11. If I apply partway through the year the contribution is still chargeable, if I apply after 31 October the amount **may** be charged pro-rata. However, if I had a valid pass the previous year/s on the service I am applying for, and I can't prove I have used alternative transport until then, I will be charged **full price** regardless of when I apply.
12. A valid pass must be carried for each occasion a journey is undertaken. If found to be travelling without a valid pass I will be charged full price if I subsequently apply.
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 sixth form/college day. If the course timetable varies on particular days no alternative travel permit will be arranged.
14. I am aware that the NYCC transport assistance to sixth form/college 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. To cancel the Post 16 travel permit, the pass or passes must be returned to NYCC at address below. We recommend that you use Recorded Delivery, as proof of postage will be requested in the event that the pass is not received back. Refunds maybe considered from the date of receipt of the pass/passes. Please return to Admissions, Transport & Welfare Team, Jesmond House, 31-33 Victoria Avenue, Harrogate, HG1 5QE
19. If I cancel the Post 16 transport assistance or default on payment and the Authority has provided a travel pass at a reduced rate or for commercial transport 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).
20. Failure to pay the travel charge or any outstanding balance will result in an invoice being raised against me and debt collection proceedings taken.
21. **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 academic year and therefore you will remain responsible for the cost even if you do not use it).

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

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Branch Sort Code

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Name and Full Postal Address of Your Bank or Building Society

To The Manager	Bank/Building Society
Address	
Postcode	

LAGAN Reference Number (for Office Use)

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



Service User Number

4	3	7	9	0	6
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**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



- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit North Yorkshire County Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request North Yorkshire County Council to collect a payment, confirmation of the amount and date will be given to you at the time of request
- If an error is made in the payment of your Direct Debit, by North Yorkshire County Council or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your Bank or Building Society.  
 - If you receive a refund you are not entitled to, you must pay it back when North Yorkshire County Council asks you to.
- You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.