



SEND - POST 16 TRANSPORT ANNUAL APPLICATION FORM
Academic Year 2018/19

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 2017/18	
School / College to be attended in 2018/19 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)	
Please give details of student's proposed future educational plans/career choice.	

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 the 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

£490 – New application or renewal for 2018/19 <input type="checkbox"/> £245 – Low Income new application 2018/19 <input type="checkbox"/> No charge – see point 3 of terms and conditions <input type="checkbox"/>	B - Cheque 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"/>										
	C - Credit / Debit Card payment for the full amount										
A - Direct Debits 9 monthly payments starting 1/10/18 (if applying before September) <input type="checkbox"/> £490 -first payment £90 followed by 8 payments of £50 £245 -first payment £45 followed by 8 payments of £25 Or <input type="checkbox"/> 1 Single Payment for the full amount	<table border="1"> <tr> <td align="center">Debit Card <input type="checkbox"/></td> <td align="center">Credit card <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Card Number</td> </tr> <tr> <td align="center">Expiry Date (MMYY)</td> <td align="center">Last 3 numbers of security code</td> </tr> <tr> <td align="center"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/><input type="text"/> </td> <td align="center"> <input type="text"/><input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/> </td> </tr> <tr> <td colspan="2">Cardholder Name as shown on card (Please Print)</td> </tr> </table>	Debit Card <input type="checkbox"/>	Credit card <input type="checkbox"/>	Card Number		Expiry Date (MMYY)	Last 3 numbers of security code	<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"/>	Cardholder Name as shown on card (Please Print)	
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Cardholder Name as shown on card (Please Print)											
Please complete the Direct Debit mandate form and return with your completed application											

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

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	

Return to: SEND Transport Business Support Team, County Hall, Northallerton, DL7 8AE or email sen@northyorks.gov.uk

Apply before 31st July 2018 or 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
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 who 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. 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.
11. 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.
12. Refunds will be considered only 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 Admissions, Transport & Welfare Team, Jesmond House, 31-33 Victoria Avenue, Harrogate, HG1 5QE.
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. If I cancel the Post 16 transport assistance or default on payment and the Authority has provided a 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).
19. Failure to pay the travel charge or any outstanding balance will result in an invoice being raised against me and debt collection proceedings taken.
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 academic year and therefore you will remain responsible for the cost even if you do not use it).

