



Application for Transport Assistance in respect of FULL TIME attendance at a FURTHER EDUCATION COLLEGE

NOTES OF GUIDANCE

Please read carefully prior to completion of form. Detach and retain for your own reference.

Where there is a college within statutory qualifying distance (3 miles) from a student's permanent home address and a student attends a more distant college, transport assistance will be provided only where the student has been unable to gain a place in any college within the statutory qualifying distance. Should this be the case, Part C of the transport application must be completed in full by the college within statutory qualifying distance, to confirm, that a similar course which leads to the qualification sought is not available in that college.

Where there is no college within statutory qualifying distance from a student's home, transport assistance will be granted provided there is Board or Public transport already available to or in the vicinity of the college attended. In cases where there is no transport available, transport assistance may be provided to the nearest college which offers the course.

Transport will only be awarded to students who meet the following criteria:-

- The course followed is a Full-Time Course;
- Transport assistance is not available for the incoming school session if the students 19th Birthday is attained on or before 1st July;
- The student is not eligible for student loan assessment.

ADDITIONAL INFORMATION on eligibility for transport assistance may be found in the **Department of Education Circular 1996/41, (updated September 2009)**. **Notification will be forwarded to ineligible applicants only.** Eligible students should collect their tickets from the college office on commencement of term.

A. TRANSPORT OPERATIONAL DAYS

The operational transport days in any academic year are 1st September to 30th June inclusive. There will be non-operational transport days between these dates, please refer to the Board's website www.seelb.org.uk for details.

B. BOARDING POINTS

Queries regarding boarding stages on bus routes should be made to the local Translink depot. As this is essential information for completion of section (10) of the transport application form, you should contact the Translink Helpline at 02890 666630. Please do not contact the Board's Transport Department enquiring about your child's travel pass as this causes delays in the administration process.

The Board are required to assist with the cost of travel. Where the journey can be covered by more than one mode of public transport, the maximum assistance will be one sessional ticket, e.g. one Ulsterbus ticket or one NIR ticket, not both passes. The Boards must consider public expenditure when deciding the most appropriate mode.

If the journey at either end of the nearest boarding/alighting point exceeds the statutory distance the Board will consider alternative provision. It should be recognised that in such instances the Board is unable to consider additional expenditure if there is/are suitable school/s closer to home and transport is available.

C. LOST PASSES

If a pupil loses a travel pass, a duplicate pass may be purchased from Translink Pass Office, Milewater Road, Belfast – 02890 354074, at a cost determined by Translink and accompanied by one passport size photograph.

D. CHANGE OF DETAILS

In the event of a pupil who is already in receipt of a sessional pass, and is moving address, changing schools or changing details on that pass then the original pass must be returned to Transport Unit together with details of the changes. A **new application** is required if the pupil changes address or school. If the pass has been lost or destroyed, then a duplicate pass must be purchased as detailed in the previous paragraph, before the new travel pass can be issued.

If a student leaves full-time education or changes to Job Skills during the college year then the sessional pass should be surrendered to the Further Education Institute for return to the Transport Unit of the SEELB for cancellation.

E. CHANGE OF ADDRESS

The Board should be notified immediately of any change of address.

F. NDAQ / PLAQ CODES

Failure to complete the application without either the NDAQ or PLAQ code will result in your application being returned to you and will delay the processing of your travel pass. You can obtain the code from the revised prospectus which is available on the college website.

G. LATE APPLICATIONS

Students who make application for transport assistance during August or September are required to pay the appropriate fare for the journeys undertaken pending confirmation of their entitlement to transport assistance and the issue of a bus/train pass. **Tickets, in respect of fares paid by the student after 1st September, should be retained in order to secure refund of fares.** A refund will only be made to students who qualify for transport assistance and are issued with a travel pass. Refunds will not be paid for tickets issued after 31 October.

H. EXPENSES PRIOR TO RECEIPT OF TICKETS

Students who have incurred the cost of public service fares whilst awaiting their sessional pass during the months of September and October should make application for reimbursement as follows:-

- 1 Metro, Ulsterbus and NIR claims are submitted to Translink, Accounts Office, Milewater Rd, Belfast;
- 2 A claim for travel expenses must be submitted within 18 working days from the date of issue of the students travel pass. Used tickets must be retained and submitted with the relevant claim form;
- 3 No refunds will be accepted for tickets issued after 31 October.

I. BEHAVIOUR

The Board reserves the right to suspend a student from transport arranged by the Board, pending investigation, where a student has behaved in an unacceptable manner as outlined in the Board's booklet "Procedure for dealing with Behavioural Problems on Public and board Transport". *A copy of this policy is available on the Board's website www.seelb.org.uk.* In cases of gross misconduct alternative assistance may be awarded to enable parents to make their own arrangements.

J. CCTV

CCTV cameras may be operational on vehicles used to transport pupils. For details of the Board's CCTV download procedure please contact Board Headquarters.

K. STRANGFORD FERRY

Any student who travels from the Ards Peninsula to school by Strangford Ferry should be aware that on occasions when the ferry does not operate on the morning journey due to adverse weather conditions alternative transport WILL NOT be available from the Board. The Board will make alternative transport arrangements should the ferry be cancelled for the return journey.

Parents on the Ards Peninsula should note that there is no transport available to the ferry in the morning. The Board will pay an allowance to parents who reside in the Ards Peninsula area and live more than 3 miles from the Ferry Terminal. Special transport will not be arranged.

IMPORTANT:- SESSIONAL TICKETS ARE PAID FOR BY THE BOARDS, THEREFORE ANY SESSIONAL TICKETS NOT BEING USED SHOULD BE RETURNED TO THE ISSUING BOARD IMMEDIATELY TO AVOID UNNECESSARY PUBLIC EXPENDITURE.

It is important that all sections of **PART A, B (& PART C IF APPLICABLE)** are completed in full. The form should be forwarded to the college named at **PART A** for completion of **PART B**.

The information on this form is required by the Board for the purpose of processing your application. The information is covered by the provisions of the Data Protection Act 1988. Your signature to the form is deemed to be an authorisation by you to allow the Board to process and retain the information for the purpose(s) stated.



FOR OFFICE USE ONLY

ASSESSED BY:	DATE:	UB	MET	NIR	BB	OTHER
PROCESSED ON EMS BY:	DATE:	PUPIL ID:				

Application for transport assistance in respect of FULL-TIME attendance at a COLLEGE OF FURTHER EDUCATION

ALL APPLICATIONS RECEIVED AFTER 30TH JUNE ARE CONSIDERED TO BE APPLICATIONS FOR THE INCOMING SCHOOL YEAR – NOT THE SCHOOL YEAR JUST PAST

LATE APPLICATIONS MAY RESULT IN DELAYED TRANSPORT ASSISTANCE

IT IS IMPORTANT THAT ALL SECTIONS OF PART A OF THIS FORM ARE COMPLETED TO AVOID A DELAY IN PROCESSING YOUR APPLICATION. *FAILURE TO SUPPLY DETAILS IN MANDATORY FIELDS WILL DELAY PROCESSING OF YOUR APPLICATION

Part A (To be fully completed by parent/guardian of pupil in BLOCK LETTERS)

- College to which transport is required.....
- Campus to which transport is required.....
- School last attended.....
- Student's Surname (at birth) Chosen Surname
- Student's Forename(s).....
- Parent's permanent home address
- Postcode *(Mandatory) Daytime Tel. No
- Student's date of birth *(Mandatory)
- First Date of attendance at F.E. College
- Preferred means of travel required to school named at (1)**
.....
(Public Bus / Train / Board Bus /Private Car / Other) *the Board must determine the most appropriate means of transport assistance that can be offered having regard for economy and efficiency*
- Stage or boarding point on an existing route where student boards bus/train *(Mandatory)
(Please refer to Notes of Guidance Section B)
- Distance from student's home to College named at (1.)
(Distance will be verified by the Board using Arc-View GIS software)
- Is the student following a designated course eligible for Student Loan Assessment **YES/NO** *(Delete as appropriate)*
- Name of Course being Studied and Qualification to be obtained
- Give the code for your course *(Mandatory) *(Please refer to Notes of Guidance Section F)*
NDAQ code **or** PLAQ code

DECLARATION BY PARENT/GUARDIAN

- (i) I certify that the information given above is true and correct and I have read and retained the attached notes of guidance
- (ii) I will inform the Board of any change in circumstances at any time which might affect this transport assistance and
- (iii) If any financial assistance provided to me, for whatever reason is an amount which is more than I am entitled to, I will pay back any amount in excess of my entitlement.

Signature Date
Parent/Guardian

PART B

To be completed by the Director of the College attended and forwarded to the Board without delay.
(if details are correct, please tick the following boxes)

- 1 Is the student's date of birth correct as stated in Part A (7)
- 2 Is the parent's permanent home address correct as stated in Part A (6)?
- 3 Is the NDAQ or PLAQ code correct as stated in Part A (14)?

By signing below you are confirming that the course identified in Part A (13) of this form is not available in a nearer Campus.

Signed

Position in College Date

Official College Office Stamp.....



PART C

To be completed by the Director/Directors of those College/Colleges within three miles of the student's home.

I confirm that the above named student is unable to obtain a place on a suitable course at this college which would lead to the qualification sought at Part A (13)

Signature

Position.....

Official College Stamp.....



PLEASE RETURN COMPLETED FORM TO:

**SOUTH EASTERN EDUCATION AND LIBRARY BOARD,
GRAHAMSBRIDGE ROAD,
DUNDONALD,
BT16 2HS**