

FOR OFFICE USE ONLY

Assessed By	Date	UB	CB	NIR	BB	OTHER
Ticket No/Pupil No						

SOUTH EASTERN EDUCATION AND LIBRARY BOARD

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

NOTES FOR PARENTS: - PLEASE READ CAREFULLY THE ATTACHED NOTES OF GUIDANCE

LATE APPLICATIONS MAY RESULT IN DELAYED TRANSPORT ASSISTANCE

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

1. College Campus to which transport is required
2. School last attended
3. Student's Forenames Surname
4. Parent's permanent home address
-
- PostcodeTel. No
5. Student's date of birth
6. Means of travel required (Ulsterbus/Citybus/Train/Private Car/Other) Service No
7. First Date of attendance at F.E. College
8. Stage or point on an existing route where student boards bus/train
9. Distance from student's home to College named at (1)
10. Is the student following a designated course eligible for Student Loan AssessmentYES/NO
11. Name of Course being Studied and Qualification to be obtained
-

Declaration and undertaking by parent/guardian

I certify that the information given above is true and correct and that notes of guidance have been read in full and retained for reference.

Signature Date
Parent/Guardian

ANYONE FOUND TO BE SUPPLYING FALSE INFORMATION MAY BE LIABLE TO PROSECUTION

PART B To be completed by the principal/principals 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 Item 11.

Signature Position

Official College Stamp

PART C

(To be completed by the Principal of the College attended and forwarded to The Board **without delay**)

- 1 Has the above named student been enrolled at the College shown on a designated course eligible for Student Loans? Yes/No
- 2 Is the student enrolled in a course advertised in the college prospectus as a full time course? Yes/No
- 3 Is the student's date of birth as stated at PART A (5)? Yes/No
- 4 Is the parent's permanent home as stated at PART A (3)? Yes/No

Signed.....Position in College Date

Official College Office Stamp

PART D (For use by the Education Welfare Officer)

NOTE Education Welfare Officers in locations adjacent to other Board areas should assure themselves that the student to whom this form relates is actually resident in the South Eastern area as postal addresses are often misleading in this respect.

- 1 Board Area in which pupil resides
- 2 Give exact distance (as measured by the nearest walking route) from home to College attended
- 3 If under 3 miles state route over which measurement was taken
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.....
.....
.....
.....

Signed Education Welfare Officer

Date

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

SOUTH EASTERN EDUCATION AND LIBRARY BOARD

APPLICATION FOR TRANSPORT ASSISTANCE IN RESPECT OF ATTENDANCE AT A FURTHER EDUCATION COLLEGE

Notes of Guidance - Please detach and retain this section for your own reference

Where there is a college within statutory walking 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 walking distance. Should this be the case, Part B of the transport application must be completed in full by the college within statutory walking 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 walking 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 will be provided to the nearest college which offers the course.

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

Notification will be forwarded to ineligible applicants only.

Eligible students should collect their tickets from the college office on commencement of term. Students attending B.I.F.H.E. will have their tickets posted to their home address.

LOST PASSES

If a pupil loses a travel pass, a duplicate pass may be purchased from their nearest Translink bus depot or rail station at a cost determined by the transport authority concerned. Duplicates will require two passport size photographs.

A duplicate Board Bus pass should be requested in writing to the Transport Office of the Board

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 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.

Queries regarding route numbers and boarding stages on bus routes should be made to the local Translink Depot.

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.

CHANGE OF ADDRESS

The Board should be notified immediately of any change of address

LATE APPLICATIONS

Students who make application for transport assistance during August or September are required to pay the appropriate fare for the journey 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, 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.

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 Citybus, 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 relevant claim form.
- 3 No refunds will be accepted for tickets issued after 31 October.

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". In cases of gross misconduct alternative assistance may be awarded to enable parents to make their own arrangements.

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 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.

The Board are required to assist with the cost of travel. Where the journey can be covered by one mode of public transport the maximum assistance will be one sessional ticket. The Boards 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.

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.

*A copy of this policy is available on request from College or Board HQ Transport Department