



# 16 Plus Free Travel Scheme for Students aged 16-18 2011/12

This scheme is only for students from low income households or students who had a Statement of Special Needs in Year 11 who meet the eligibility requirements. Please complete in **BLOCK capitals**, attach a photo and any relevant benefit paperwork and send your completed form to: Admissions & Transport Team, County Hall, Aylesbury, Buckinghamshire HP20 1UZ. Tel: 0845 3708090

## ABOUT YOU

Surname:

First & Middle Name(s):

Date of Birth:

Male

Female

Home Address:

Postcode

Home Telephone Number:

Mobile Number:

Email:

Did you have a Statement of Special Educational Needs in Year 11?

Yes

No

If yes, you do not need to complete the Benefits Section of this form.

### Office Use Only

Statement Checked

Yes

No

Signed \_\_\_\_\_

## ABOUT YOUR COURSE

Name of school or college (and site, if this applies) where transport is required

If this is not the nearest catchment school or the nearest college offering the course, you must complete Section B over the page

Full title of Full-time course or 'A' level subjects you will be studying

Please state qualification, level and subject (e.g. BTEC National Diploma in Art)

Please state course length and which year of the course you will be studying in

Course Length

(1, 2 or 3 Years)

Course Year

(1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>)

or School Year

(12 or 13)

How many days will you be attending each week? (You must be attending for a minimum of 16 hours a week)

\_\_\_\_\_ DAYS

## PETROL ALLOWANCE

Would you like to apply for petrol allowance?

Yes

No

If you would, we will let you know whether we have agreed your request. If it is agreed the Client Transport Team will send you a claim form at the end of each term.

Please note that if there is a school transport contract already in place, petrol allowance is very rarely agreed.

### Office Use Only

Photo Scanned

Agreed/Refused by \_\_\_\_\_

Most Appropriate \_\_\_\_\_

Age

Bucks

Full Time

Eligibility Code \_\_\_\_\_

More than 3 miles

Ref:

Please attach a passport-sized photo here

## Section A

### YOUR BENEFITS

**Children entitled to free school meals, or whose parents are in receipt of their maximum level of working tax credit are entitled to free transport if they meet the criteria of this travel scheme.**

**Are you (or the parent/guardian you live with and depend on) entitled to free school meals because you receive one or more of the following benefits? If so, please tick the relevant benefit and send a COPY of the required paperwork detailed below with this application form:-**

<u>Benefit</u>		<u>Proof Required</u>
Income Support	<input type="checkbox"/>	Your most recent entitlement letter
Income-based Job Seeker's Allowance	<input type="checkbox"/>	Your most recent entitlement letter
Child Tax Credit except if you meet <u>ANY</u> of the following criteria:- i) entitled to working tax credit (regardless of income) ii) have an annual income in excess of £16,190	<input type="checkbox"/>	Your Award Notice Form TC602 from HM Revenue & Customs for April 2011- April 2012
Income-related Employment & Support Allowance (ESA)	<input type="checkbox"/>	Your most recent entitlement letter
Incapacity Benefit	<input type="checkbox"/>	Your most recent entitlement letter
The Guarantee element of State Pension Credit	<input type="checkbox"/>	Your Pension Credit M1000 Award Notice
Financially supported by NASS (National Asylum Support Service)	<input type="checkbox"/>	Your Home Office Immigration papers

**Please note that in order to be valid, all benefit paperwork must be dated within the last 6 months. If you do not have any recent paperwork for Income Support, Employment Support Allowance or Job Seekers Allowance please contact Job Centre Plus and ask them to provide you with this.**

### Additional Benefit Check

An additional check that we can use is your entitlement to free school meals. This is dependent on you receiving the correct benefits. In order for us to check your entitlement we will need the following information from the person receiving the benefit:-

National Insurance Number:

Date of Birth:  /  /

First 3 letters of your Surname:

**Are you (or the parent/guardian you live with and depend on) in receipt of the maximum level of Working Tax Credit? (This is when there is no reduction due to income in the Working Tax Credit elements section of your HM Revenue & Customs Award Notice for the current tax year).**

Yes  No

**If Yes, please send a copy of your Award Notice with this application form.**

## **Section B** Travel to somewhere other than your nearest catchment school or nearest college

If you are applying for help with transport to a school or college which is not the nearest college or your nearest catchment school offering the course (or broadly similar course) please explain clearly why you need to go to this particular school or college. (If you require more space for this section please use the space overleaf)

**If your nearest catchment school or nearest college was not able to offer you a place, please enclose a copy of the refusal letter.**

## **Section C** Your preferred method of travel

Please state which method of travel you prefer and which stop (or stops) you would board. (If you require more space please use the space overleaf)

Important note:

Although you can say which method you prefer, we will decide how you will travel. This may mean that transport:

- will be limited to a specific service;
- will only be available at the start and end of the normal academic day: and
- may change during the academic year

If you expect to have to travel before 0730 (7:30am) or after 1845 (6:45pm) to meet the requirements of your course, please explain why and give us the times at which you will have to travel and the days which are involved.

## **Declaration**

**I understand that if I give you false information or abuse the travel facilities in any way, I may lose my entitlement to travel and may be prosecuted. In these circumstances I understand you will have the right to claim back any costs you have paid as a result, I understand that you will check the information I have provided.**

**Signed (Student):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please use this page if you did not have enough space overleaf

**Section B (Cont)**

**Section C (Cont)**

**Received Admissions & Transport**

**Office Use Only**

Boarding point:

Contract Number:

Additional Comments:

**Received AMEY Client Transport**