

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



*Please read carefully prior to completion of form.*

*Detach and retain for your own reference.*

## NOTES OF GUIDANCE

### **ELIGIBILITY CRITERIA**

Eligibility for transport assistance is set out in the **Department of Education Circular 1996/41, (updated September 2009)**. The Circular states:-

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 EA 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 19<sup>th</sup> birthday is attained on or before 1<sup>st</sup> July;**
- **The student is not eligible for student loan assessment.**

**EXCEPTIONAL CIRCUMSTANCES:** Paragraph 8 of Circular 1996/41 recognises that it may not always be appropriate to determine applications for home to college transport assistance by reference to the eligibility rules which it contains and the Authority reserves the right to provide assistance in cases falling outside those rules and which it considers to be exceptional in nature. The Authority will therefore consider all applications for home to college transport assistance in accordance with the contents of Circular 1996/41 and will also consider any applications in which the student is not eligible under its rules, which are **exceptional in nature**. The Authority's Home to School Transport Exceptional Circumstances Policy can be obtained from their website, [www.eani.org.uk](http://www.eani.org.uk) or by contacting your Regional Transport Office (see overleaf).

### **ADDITIONAL INFORMATION:**

#### **A. TRANSPORT OPERATIONAL DAYS**

**The first operational day for home to college transport in any academic year will be 1<sup>st</sup> September.** For details on agreed harmonisation holiday dates i.e. when transport will not operate, please refer to the Authority's website [www.eani.org.uk](http://www.eani.org.uk).

#### **B. BOARDING POINTS**

**Translink Services:** Queries regarding boarding stages on Translink bus routes should be made to the local Translink depot. As this is essential information for completion of section (xii) of the transport application form, you should contact the **Translink Helpline at 02890 666630**. **Please do not contact the Authority regarding Translink boarding stages as they will be unable to assist in this area.**

***Where the journey can be covered by more than one mode of public transport, the maximum assistance will be one sessional pass e.g. one Ulsterbus pass or one NIR pass, not both. The Authority must consider public expenditure when deciding the most appropriate mode of transport. If the journey at either end of the nearest boarding/alighting point exceeds the statutory distance the Authority will consider alternative provision. It should be recognised that in such instances the Authority is unable to consider additional expenditure if there is/are suitable college/s closer to home and transport is available.***

**EA Services:** The Authority will where possible allocate the closest pick up point to the home address. As outlined in the Circular the Authority has *'no obligation to assist with travel for the whole of a journey, provided that the remainder of the journey does not exceed the statutory qualifying distance - 3 miles in relation to a FE students'*. In this regard, parents are responsible for facilitating that portion of the journey.

**C. LOST BUS PASSES**

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

**EA Passes:** Any queries regarding an EA Bus pass should be directed to your Regional Transport Office of the Authority.

**D. CHANGE OF ADDRESS**

Please be aware that a change of address may affect eligibility. If there is a suitable college within 3 miles of the new address written application must be made to this college or colleges and written refusal(s) received before being considered for transport assistance to any other college. Written evidence should be provided with the transport application form.

**Translink Passes** - In the event of a student who is already in receipt of a Translink sessional pass, and is moving address, changing colleges or changing details, they must return their original pass to their Regional Transport Office together with a **new application** form. If the pass has been lost or destroyed then a duplicate of the old pass must be purchased as detailed in the 'C' above, before any new travel pass can be issued.

**EA Passes** - In the event of a student who is already in receipt of an EA bus pass, and is moving address, changing colleges or changing details, they must complete and forward a **new application** form to their Regional Transport Office.

**E. EXPENSES PRIOR TO RECEIPT OF TRANSLINK PASS**

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 from Translink as follows:-

- 1 Metro, Ulsterbus and NIR claims are submitted to Translink, Account Office, Milewater Road, Belfast. A claim form can be obtained from your local Translink Depot.
- 2 Any 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 from Translink will be accepted for tickets issued after 31 October.

**F. LATE APPLICATIONS – AFTER 31 OCTOBER**

Students who make application for transport assistance after 31 October will not have their fares reimbursed unless there has been a delay on the part of the Authority or Translink in processing the application. Tickets, in respect of these fares paid by the student should be retained and forwarded to the appropriate Regional Office of the Authority for refund.

**G. 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.**

**H. BEHAVIOUR**

The Authority reserves the right to withdraw a student from transport arranged by the Authority, pending investigation, where a student has behaved in an unacceptable manner as outlined in the Authority's booklet "Procedure for dealing with Behavioural Problems on Public and Education Authority Transport". *A copy of this policy is available on the Authority's website [www.eani.org.uk](http://www.eani.org.uk)*

**I. WEARING OF SEATBELTS**

Students are required by law to wear seatbelts where fitted on all Transport Provision in accordance with seat-belt legislation.

**I. CCTV**

CCTV cameras may be operational on vehicles used to transport students. For details of the Authority's CCTV Policy you can download these procedures on the Authority's website [www.eani.org.uk](http://www.eani.org.uk).

**J. FERRY TRAVEL**

Please refer to the Authority's website for details regarding arrangements for travel on the Strangford Ferry or Rathlin Ferry.

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

*The outcome of your application for transport assistance will be notified to you in writing. **Sessional tickets for successful applicants will be available for collection at the college campus.***

The information on this form is required by the Education Authority 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 Authority to process and retain the information for the purpose(s) stated.



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respect of **FULL TIME** attendance at  
**FURTHER EDUCATION COLLEGE**

<b>OFFICE USE ONLY:</b>						
ASSESSED BY:	DATE:	UB	MET	NIR	BB	OTHER
PROCESSED ON EMS BY:	DATE:	STUDENT ID:				

ALL APPLICATIONS RECEIVED AFTER 30<sup>TH</sup> JUNE ARE CONSIDERED TO BE APPLICATIONS FOR THE INCOMING SCHOOL YEAR – RETROSPECTIVE APPLICATIONS WILL NOT BE PROCESSED

**LATE APPLICATIONS MAY RESULT IN DELAYED TRANSPORT ASSISTANCE**

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

**NOTIFICATION WILL BE FORWARDED TO ALL APPLICANTS.** SESSIONAL TICKETS WILL BE AVAILABLE FOR COLLECTION AT THE COLLEGE CAMPUS FOR STUDENTS WHO QUALIFY FOR TRANSPORT ASSISTANCE.

**PART A** (to be completed by the parent of student in **BLOCK LETTERS**)

i. **College** to which transport is required.....

ii. **Campus** to which transport is required.....

iii. School last attended .....

iv. Student's Surname (*as recorded on the birth certificate*).....

v. Surname by which student is known.....

vi. Student's Forename(s) .....

vii. Parent's permanent home address .....

Postcode **\*(Mandatory)** .....

viii. Student's date of birth **\*(Mandatory)**..... Male  Female  (*Please tick*)

ix. First Date of attendance at F.E. College ..... Daytime Tel No.....

x. Distance from student's home to College named at (i) . .....  
(Distance will be verified by the Authority, using Arc-View GIS software)

xi. **Preferred means of travel required to college named at (i) (Public Bus / Train / Education Authority Bus / Private Car / Other)**  
.....  
(\*the Authority must determine the most appropriate means of transport assistance that can be offered having regard for economy and efficiency)

xii. If travel is by Public Transport or EA Bus **state boarding point\*** (Mandatory)..... (*Please refer to Notes of Guidance Section B*)

xiii. Is the student following a designated course eligible for Student Loan Assessment **YES/NO** (Delete as appropriate)

xiv. Name of Course being Studied and Qualification to be obtained .....

xv. **Give the code for your course \*(Mandatory) (Please refer to Notes of Guidance Section G)**  
NDAQ code           **or** PLAQ code

**DECLARATION BY PARENT:**

- (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 Authority 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.  
(iv) I have discussed with my child Sections H and I regarding Behaviour and the Wearing of Seatbelts whilst travelling on Home to School Transport.

Signature..... (Parent) Date.....

**THE EDUCATION AUTHORITY RESERVES THE RIGHT TO WITHDRAW TRANSPORT ASSISTANCE FROM ANY STUDENT FOR WHOM FALSE OR MISLEADING INFORMATION HAS BEEN PROVIDED**

**PART B**

**TO BE COMPLETED BY THE DIRECTOR OF THE COLLEGE NAMED AT PART A (i) AND DESPATCHED WITHOUT DELAY TO THE AUTHORITY HEADQUARTERS FOR THE AREA IN WHICH THE STUDENT RESIDES.**

(If details are correct, please tick the following boxes)

1. Is the student's date of birth correct as stated in Part A (viii)
2. Is the parent's permanent home address correct as stated in Part A (vii)
3. Is the NDAQ or PLAQ code correct as stated in Part A (xv)

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

Signature.....

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 (xiii)**

Signature .....

Position in College.....

Date .....

Official College Stamp

**PLEASE RETURN TO YOUR REGIONAL OFFICE OF THE AUTHORITY:**

**BELFAST REGIONAL OFFICE**  
40 ACADEMY STREET  
BELFAST  
BT1 2NQ  
Tel: 02890 564134  
Email: [Info.belb@belb.co.uk](mailto:Info.belb@belb.co.uk)

**SOUTH EASTERN REGIONAL OFFICE**  
GRAHAMSBRIDGE ROAD,  
DUNDONALD  
BT16 2HS  
Tel: 02890 566200  
Email: [info@seelb.org.uk](mailto:info@seelb.org.uk)

**NORTH EASTERN REGIONAL OFFICE**  
COUNTY HALL  
182 GALGORM ROAD  
BALLYMENA  
BT42 1HN  
Tel: 02825 653333  
Email: [School.Transport@neelb.org.uk](mailto:School.Transport@neelb.org.uk)

**SOUTHERN REGIONAL OFFICE**  
3 CHARLEMONT PLACE  
THE MALL  
ARMAGH  
BT61 9AX  
Tel: 02837 512200  
Email: [selb.hq@selb.org](mailto:selb.hq@selb.org)

**WESTERN REGIONAL OFFICE**  
1 HOSPITAL ROAD  
OMAGH  
BT79 0AW  
Tel: 02882 411411  
Email: [info@welbni.org](mailto:info@welbni.org)

