

SOUTHERN EDUCATION AND LIBRARY BOARD
3 Charlemont Place, The Mall, Armagh, BT61 9AX

COLLEGE OF FURTHER EDUCATION

Application for Transport Assistance in respect of FULL-Time Attendance at a College of Further Education for students over 16 but under 19 years of age at 30 June this year.

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

Students who reside within the qualifying distance (3 miles) of their nearest College of Further Education Campus, who enrol at a more distant College Campus will not be entitled to transport assistance unless they obtain confirmation that a course leading to a similar qualification is not available in the nearest College of Further Education Campus.

In this case Part B of the application form must be completed by the Director of any College of Further Education Campus prior to the form being forwarded to the College Campus named at (1). Failure to complete Part B will result in the application form being returned to the student for completion.

Where there is no College Campus within the qualifying distance (3 miles) of 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. **Transport assistance will not be provided for students in receipt of a Further Education Award.** A student who is eligible for transport assistance will generally be provided with a Bus/Train travel pass.

Only students who are found to be not eligible for transport assistance will be notified by letter.

IMPORTANT NOTES:-

1. **Completed forms should be returned to the College Campus where the student is to attend.**
2. **Incomplete transport application forms will be returned to the applicant for completion.**
3. **SECTIONS 12, 13 AND 14 MUST BE COMPLETED.**
4. **If a student leaves full-time education or changes to Job Skills during the college year then the travel pass being the property of the Southern Education and Library Board should be surrendered to the College Campus for return to the Transport Branch of the SELB for cancellation.**
5. **The Transport Branch must be in receipt of unused travel passes by 19 October to prevent unnecessary expenditure.**
6. **LATE APPLICATIONS MAY RESULT IN DELAYED TRANSPORT ASSISTANCE.**
7. **Collection of Translink Travel Passes: - All Travel Passes will be forwarded to the relevant Campus for collection by the students. The travel pass will be valid during the academic year 1 September to 30 June during operational days.**
8. **NO SMOKING IS PERMITTED ON HOME TO SCHOOL TRANSPORT SERVICES.**

Lost/Destroyed Travel Passes

If a student loses a Translink travel pass or the travel pass is destroyed, a duplicate pass should be purchased from Translink, 3 Milewater Road, Belfast, BT3 9BG (Telephone Number 9035 4074) at a cost determined by Translink and accompanied by two passport size photographs.

Change of Details

In the event of a student, already in receipt of a travel pass, who is changing address, campus or details on that pass then the original travel pass must be returned to Transport Branch together with a new transport application form (TR/FE). New travel passes will not be issued in such cases until the currently held travel pass is returned. Where Translink travel passes have been issued in error or found to be unsuitable for travel, the Transport Branch must be in receipt of these by mid October to prevent unnecessary public expenditure.

Late Applications

Students may be 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 travel 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.

Expenses prior to receipt of travel pass**A Travel Passes issued prior to 31 October:-**

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

1. A claim form for re-imburement of fares paid must be obtained from Translink, Pass Office, 3 Milewater Road, Belfast, BT3 9BG (Telephone Number 9035 4074).
2. The claim form must be submitted within 18 working days from the date of issue of the student's travel pass. Used tickets must be retained and submitted with the relevant claim form. Refunds will not exceed the amount of fare receipts submitted.
3. No refund claims will be accepted for travel passes issued after 31 October.

B Travel Passes issued after 1 November:-

Students who have incurred the cost of public fares whilst awaiting their travel passes following transport applications made in November should make application for re-imburement as follows:-

1. A claim form for re-imburement of fares paid must be obtained from the Board.
2. The claim form must be submitted within 18 working days from the date of issue of the student's travel pass. Used tickets must be retained and submitted with the relevant claim form. Refunds will not exceed the amount of fares receipts submitted.

Translink Route Numbers and Boarding Stages

Queries regarding bus boarding stages on Translink bus routes should be made to your local Translink Depot. It is essential that the correct details are entered in section 10 of the transport application form.

Important

To avoid unnecessary public expenditure, travel passes not being used should be returned to the Board immediately. The Board is 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 travel pass.

Appeals Procedure

Parents/Guardians who feel dissatisfied with a Board decision may make an appeal to the Board's Transport Branch informally by telephone (3751 2543, 3741 5375, 3741 5376), where you will be directed to an appropriate Board Officer, or formally in writing to the Board's Transport Manager.

During September and October calls can be received during the following hours:-

10.00 am to 12 noon and 2.00 pm to 4.00 pm daily, Monday to Friday.

BEHAVIOUR

The health and safety of fellow passengers, driver and other road users is paramount, therefore the Board reserves the right to suspend a pupil from transport arranged by the Board, pending investigation, where a pupil has behaved in an unacceptable manner. The Board recognises that it has a responsibility to ensure that pupils are transported to and from school safely, legally and economically and acknowledges the role of schools, parents and pupils in ensuring that pupils behave in a socially acceptable manner while travelling to and from school by:

- Remaining seated with the seat belt fastened (where fitted).
- Behaving sensibly and safely at all times.

The information on this form 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.

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TRANSPORT APPLICATION – COLLEGE OF FURTHER EDUCATION

PART A - To be completed by Parent or Guardian of student.

When this form has been completed it should be forwarded to the Director of the College named at (1).

1. **College** to which transport is required _____
2. **Location of Campus** _____
3. **Surname** of Pupil _____ **Forename** _____
(as per birth certificate)
4. **Student's permanent home address** _____

Postcode _____ **Tel No** _____
5. **Student's Date of Birth** _____ **Male** **Female** (Please tick)
6. **Name of Parent/Guardian** (Delete as appropriate) _____
7. **Date for first attendance** at this College _____
8. Has an application been made to the Western Education and Library Board for a **Further Education Award** for this academic year? Yes No (Please tick)
9. Means of travel requested (please tick) Ulsterbus Rail Board Bus
 Private Hire Other If other please specify _____
The Board reserves the right to provide the most economical form of transport assistance available.
10. **Stage on an existing route where pupil boards bus/Railway Station where pupil boards train (Essential Information)** _____
11. School attended immediately prior to that named at (1) _____
12. Name of course being studied _____
13. Qualification to be obtained _____
14. Subjects studied within course _____
15. If you have recently moved to above address, please state:-
 Previous Address _____ Date of Removal _____

DECLARATION BY PARENT/GUARDIAN

I certify that the information as given above is true and correct.

Signed _____ (Mr/Mrs/Ms/Miss) Date _____
 (Parent/Guardian)

The information provided on this form may be made available to other departments/agencies for the purposes of preventing or detecting crime.

Certified by:		Date		UB/PH/BB/Tx/Rfd		Other	
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PART B – To be completed by the Director of the College Campus which is within 3 miles of the Student's home.

Student's Name _____

I confirm that the above-named student is unable to obtain a place on a suitable course at this Campus which would lead to the qualification sought at Part A item 13.

Signed _____ Date _____
Director

Official College Office Stamp

PART C – To be completed by the Director of the College named at (1) and forwarded to the Transport Branch, 3 Charlemont Place, The Mall, ARMAGH, BT61 9AX – **WITHOUT DELAY.**

I certify that the student named is enrolled at _____ College as a FEES REMISSION STUDENT and the information given at PART A is true to the best of my knowledge and belief.

The student is following a full time course in _____

Is the student enrolled in a course advertised in the college prospectus as a full time course?

Yes No (Please tick)

Duration of Course _____ Year/s Hours attended per week _____

Signed _____ Date _____
Head of Department

Signed _____ Date _____
Director

PART D - For use by Transport Branch in Checking Distances.

1. **Date on which form was issued for checking** _____

2. **Distance** (as measured by the nearest available route) from the student's home to College Campus named at (1) _____

3. Include details of nearest available route _____

4. **Board's area** in which student resides _____

5. **Date of notification** to parent/guardian if application was **unsuccessful** _____

Signed _____ Date _____
(Board Officer)

