

Guidance Notes

Applications for Post 16 transport

You can apply before accepted into college, if not successful or if you cancel before term commences a full refund will be issued. You must allow up to 28 days for the provision of a travel pass. Travel costs incurred whilst waiting for the issue of a travel pass will not be reimbursed. Passes are to be collected from the College each term. When using public transport all students must pay for the first journey to college where they will then pick up their pass.

Out of County applicants

For all home addresses not paying Council tax to Herefordshire Council the college will be asked to approve the subsidised travel costs. No Out of County applications are accepted for Dyson Perrin college courses.

Do I need a photograph?

Train Passes require a photograph. Please ensure you have one ready for when you collect your pass from College. **Please do not send them in with your application.**

Train passes

- Any student provided with a train pass, must retain the photo ID card throughout the duration of College life.
- At all times the travel ticket and the photo ID card must always display matching pass numbers. It is the student's responsibility to check this upon receipt of all new passes.
- **No Autumn Term train pass can be purchased after September 14th. No Spring Term Train pass after January 11th. No Summer Term Train pass after April 29th.**

Communication

All future communications including all termly payment requests will be sent via email to the address supplied on this form. Please inform us if your contact details, address, or college being attended changes.

Payment request for each term

Payment requests will be sent out approximately 6 weeks before the end of each term. Payment should be made by 'Pay for it' at www.herefordshire.gov.uk using your six digit rider number. Following payment please allow up to 28 days for the pass to be issued to College. There is no need for students to reapply each term. A pro rata charge is made when not paying for all three terms, and no refunds are given on any unused or reduced summer term passes.

Direct Debit Payments

As termly payments have to be made prior to a term commencing these need to be registered at least 4 months prior to the start of term.

Students claiming a Bursary from the College

All bursary transport applications should be sent to the appropriate College who will then forward the transport application to the Passenger Transport Office.

Lost passes

Replacement passes are subject to a non-refundable charge. Travel costs incurred whilst a replacement pass is being issued will not be reimbursed. Only 1 replacement rail pass can be issued in any 12 month period.

Data Protection

Herefordshire Council is the Data Controller under data protection law and will use the information you provide on this form for the purpose of organising your transport. The legal basis for processing this data is our legal obligations under the Education Act 1996 legislation. We will store your data securely for 6 years after any transport ceases in line with the Data Retention Schedule.

Herefordshire Council will only share your data with the Transport Operators and the School in order to provide you with transport and also Hoople Ltd for the collection of any payments. Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk>