

## APPLICATION FOR TRANSPORT ACADEMIC YEAR 2017/18 TREA

### STUDENT PERSONAL DETAILS

|                     |  |            |                  |           |  |
|---------------------|--|------------|------------------|-----------|--|
| SURNAME:            |  | FORENAMES: |                  |           |  |
| DATE OF BIRTH:      |  | MALE       |                  | FEMALE    |  |
| FULL ADDRESS:       |  |            |                  | POSTCODE: |  |
| TEL. NO. (Daytime): |  |            | MOBILE TEL. NO.: |           |  |

Current email address:

|             |   |    |    |    |                |  |  |  |  |
|-------------|---|----|----|----|----------------|--|--|--|--|
| School Year | 9 | 10 | 11 | 13 | AGE OF STUDENT |  |  |  |  |
|-------------|---|----|----|----|----------------|--|--|--|--|

|   |  |                |
|---|--|----------------|
| ROUTE NO:<br>(Number as detailed in accompanying timetable) |  | PICK UP POINT: |
|---|--|----------------|

To travel on College operated transport all learners need to sign this Transport Agreement Form.  
 Whilst every effort will be made to ensure that places on College transport are available, this cannot be guaranteed.

Please complete either section 1 or 2 below.

Amount due: **£555**

1) I wish to pay for an annual bus pass  
 (£575 less £20 discount for prompt payment):

\*(Please tick for full payment) Cheque payment

Card payment

2) I wish to pay in monthly instalments  
 (Deposit of £155, thereafter 8 monthly payments of £52.50 by standing order\*\*): Full amount payable: £575

Deposit due: **£155**

\*(Please tick for deposit payment) Cheque payment  Card payment

*\* Please ensure completed card payment form or cheque payable to South Staffordshire College is enclosed \*\* Please complete standing order form enclosed*

**PLEASE SEND A PASSPORT SIZE PHOTO WITH THIS APPLICATION**

Learner Name (please print):

I have read, understand and accept the College Terms and Conditions as printed overleaf.

Signature of Learner:

date

Name of Parent/Guardian if Learner is under 18

date

Signature of Parent/Guardian if Learner is under 18

date

Data Protection Act 1998 - The information you provide will be kept and processed by the College in accordance with the requirements of the Act. The information you provide may be shared with other organisations for the purpose of statistical and research purposes. Other organisations with which we will share information include, the Department for Education and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England and other educational institutions. Where possible any shared information will be provided as anonymous data.

**PLEASE SEND THE FULLY COMPLETED APPLICATION FORM TO THE FOLLOWING ADDRESS BY 1<sup>st</sup> JULY 2017.**

**Transport Department, South Staffordshire College, Rodbaston Campus, Rodbaston, Penkridge, Stafford ST19 5PH.**

SOUTH STAFFORDSHIRE COLLEGE  
HOME TO CAMPUS TRANSPORT SERVICE

Terms and Conditions

- 1 The transport system for the College and the Rural Enterprise Academy are operated by South Staffordshire College.
  - 2 Buses will leave at the set time. Please do not ask drivers to wait for late learners as drivers have to stick to the timetable. The College cannot be held responsible for getting you to and from College if you miss your bus by being late. Also, please do not ask your driver if you can be dropped off along a route, learners will only be picked up and dropped off at designated stops.
  - 3 Please note that pick up and drop off times may vary slightly throughout the year.
  - 4 Any learners who miss their bus in the afternoon are responsible for their own transport home.
  - 5 All learners must wear seatbelts whilst travelling on College buses.
  - 6 Any poor behaviour, or anti-social behaviour, whilst travelling on buses could lead to exclusion from the transport scheme. This could also include learners being fined for any damage caused to a bus.
  - 7 Please do not distract the driver whilst they are driving and please ensure that the aisles are clear of any bags.
  - 8 Please take all litter with you when you exit the bus.
  - 9 All buses are no smoking vehicles. This includes the use of e-cigarettes.
  - 10 The College retains the right to withdraw the service from individuals who have not made the required payments by the due date
  - 11 The "service" operates on normal college days Monday to Friday term time.
  - 12 Limited seats available on a first come, first served basis
  - 13 Public transport routes are also available for £1.30 a journey using the Staffordshire Card Scheme. See local bus timetables for details. Staffordshire Cards are not valid for use on College transport.
  - 14 Overalls and work boots should not be worn on College transport. Transport could be refused to learners who are in breach of this rule.
  - 15 CCTV may be in operation on some vehicles.
  - 16 Please note that telephone calls may be recorded for training purposes.
  - 17 Learner ID Cards and travel passes must be produced on request in order to obtain travel on the College buses. Drivers can refuse transport to someone not in possession of a valid card. There is a charge of £3 for a replacement learner card or pass, therefore please keep your card safe.
  - 18 Cancellations and refunds will only be considered if written confirmation is received cancelling transport. Confirmation should be sent to Transport Department, South Staffordshire College, Rodbaston Campus, Rodbaston, Penkridge, Stafford ST19 5PH [transport@southstaffs.ac.uk](mailto:transport@southstaffs.ac.uk)
- 19 **INSTALMENT PAYMENTS** Please note: The annual cost for the transport service is £575. This cost is payable in equal monthly instalments by standing order regardless of the number of days or holiday periods in the month.

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt No. \_\_\_\_\_



\* Please Keep This Form Secure As It Contains Confidential Information \*

## South Staffordshire College - Transport Fees - Card Payment

### Card Payment Details for Annual or Instalment Deposit Only

(Transport Fee: £575.00 - Payable by Instalments or by Discounted One Off Payment of £555)

Student Name: \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_  
(If Student under 18 Years of Age)

Address \_\_\_\_\_  
\_\_\_\_\_

Home Tel. No. \_\_\_\_\_ Postcode: \_\_\_\_\_  
Mobile: \_\_\_\_\_

Please Tick As Appropriate

Deposit (For Instalment Option Only):                   £ 155.00       

(A Standing Order Mandate must be completed for a further 8 monthly payments of £52.50)

OR

Annual Fee (£575 Less £20 Discount for Full Payment):       £ 555.00       

|                      |   |
|----------------------|---|
| <b>Declaration</b>   | I authorise South Staffordshire College, to debit this Debit/Credit Card account with the amount due in respect of transport fees as agreed above |
| <b>Signed:</b> _____ | <b>Date:</b> _____  |

Card Type:    Visa    MasterCard    Delta    Switch/Maestro    Other \_\_\_\_\_

Card Number:   

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Start Date:    M M    Y Y                      Expiry Date:       M M    Y Y  

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Name on Card: \_\_\_\_\_ Issue No. (If Applicable)

Cut Here  
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**SENSITIVE DATA - PLEASE REMOVE AND SHRED IMMEDIATELY AFTER PROCESSING**

**Security Code:**           The Last 3 digits from the back of the card           

|  |  |  |
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# STANDING ORDER MANDATE

To: The Manager (Bank/Building Society)

|           |
|-----------|
| Bank:     |
| Address:  |
|           |
|           |
| Postcode: |

Please Complete Your Bank Address Details

Please Pay: **South Staffordshire College**

Quoting Reference:

To be completed by Finance

## ACCOUNT TO BE DEBITED

Sort Code:

|  |  |   |  |  |   |  |  |
|--|--|---|--|--|---|--|--|
|  |  | - |  |  | - |  |  |
|--|--|---|--|--|---|--|--|

Account Number:

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Account Name(s):

## BENEFICIARY DETAILS

Bank

Branch Details

Sort Code:

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 0 | 5 | - | 0 | 2 | - | 4 | 6 |
|---|---|---|---|---|---|---|---|

Account Number:

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 7 | 6 | 9 | 8 | 1 | 1 | 9 | 7 |
|---|---|---|---|---|---|---|---|

Beneficiary Name

## PAYMENT DETAILS

The sum of:

FiftyTwo Pounds & 50p Only

payable

Payable on the first working day of each month

Date of First Payment:

**8 Payments Only**

Date of Last Payment:

Please tick relevant box:

New Instruction

Please amend previous Standing Order quoting reference/beneficiary

Authorising Signature

Date:

Name in Block Capitals

Contact  
Telephone No: