

## BUS PASS APPLICATION FORM 2021 – 22

The cost of the pass for **full time 16-18yr old students** will be £300.00, other costs apply to Apprentices, HE Students and Adults. This cost can be paid fully at enrolment or split into 2 payments September (£175) and February (£125). **Please note that the charge is only a contribution towards the full cost of the transport and you are therefore liable to pay this charge in full irrespective of how often your son/daughter travels on the service provided.**

If you wish to apply for assistance with the cost of your bus pass, please provide evidence as requested. You may also be eligible for further financial assistance and we will use this financial information to assess your eligibility and advise you of other support available. **Please note that applications may take up to 2 weeks to process.**

### Section 1: Student's Details

Name of Student	<input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>		
Address inc Postcode	<input style="height: 60px;" type="text"/>						
Date of Birth	<input type="text"/>	Age as at 31 <sup>st</sup> August 2021	<input type="text"/>				
I am aged 19-25 and have an Education Health and Care Plan		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Phone No	<input type="text"/>	Email	<input type="text"/>		Mobile	<input type="text"/>	
Are you a -	British Citizen	<input type="checkbox"/>	EU/EEA Citizen*	<input type="checkbox"/>	Other*	<input type="checkbox"/>	* Please supply a copy of your passport

<b>Bus Route</b>	<input type="text"/>	<b>Pick Up Point</b>	<input type="text"/>
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### Section 2: Course Details

Course Title Include Level	<input style="height: 50px;" type="text"/>	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>
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### Section 3: How will you be financing the Bus Pass?

Have you made an application for Financial Assistance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please include any further information to support your application:

**Confidentiality**

Applications are seen only by Student Services staff. It may be necessary for additional supporting information to be sought in order for a decision to be made.

**General Data Protection Regulation (GDPR) 2018**

Macclesfield College is a data controller in terms of the 2018 General Data Protection Regulation (GDPR) legislation. Student Services follows College policy in matters of data protection. The data requested in this form is covered by the notification provided by the College under the General Data Protection Regulation (GDPR) 2018. Personal Data will be used solely in the College for statistical purposes and record keeping. The data will not be passed to any other third party without your consent, except when the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the College Data Protection Officer (DPO).

**Section 6: Declaration**

- I certify that the information in this application is true and accurate Bus Pass Application:
- I understand that my bus pass application is conditional on my enrolment on a valid College programme.
- I understand that if I fail to carry my bus pass I will not be able to travel on the vehicle
- I understand that I must behave in an appropriate manner whilst on the vehicle and obey the instructions of the driver, failure to do so may result in my pass being withdrawn.

**Additional Funding:**

- I understand that my funding is conditional on my enrolment on a valid College programme
- It is my responsibility to inform Student Services if I withdraw from my course and I understand that I may be required to repay any monies awarded to me or to return equipment purchased for me.
- I understand that if my monthly attendance level drops below 90% I will lose that month's funding. If I fail two monthly attendance checks in a row, I understand that my funding may be stopped.

***I understand that should demand for funds exceed the College's Learner Support Fund allocation, funding may be reduced or withheld.***

Signature

Date

***Please Note: Please send copies of documents as the College is unable to return originals.***

Please send application and evidence to:

Bus Applications  
Student Services  
Macclesfield College  
FREEPOST SK1504  
Park Lane  
Macclesfield  
SK11 8YA

**For any further queries, please email [studentservices@macclesfield.ac.uk](mailto:studentservices@macclesfield.ac.uk)**