

## **COLLEGE BUS PASS APPLICATION FORM – 2022/23**

The cost of the College bus pass for **full time 16-18yr old students** will be £300, Apprentice cost being £150. This cost can be paid fully at enrolment or split into 2 payments – **September 2022 (£175)** and **February 2023 (£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** – this is inclusive of the Friday College is not open to students.

If at the beginning of the year (September) or in the second payable term (February) you find that you **do not want to continue with the service, you must inform us via [studentservices@macclesfield.ac.uk](mailto:studentservices@macclesfield.ac.uk)**.

### **Section 1: Student's Details**

Name of Student	<input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other	<input type="checkbox"/>
Address inc Postcode	<input style="width: 100%;" type="text"/>						
Date of Birth	<input type="text"/>	Age as at 31 <sup>st</sup> August 2022	<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"/>	

<b>Bus Route</b>	<input type="text"/>
<b>Pick Up Point</b>	<input type="text"/>
Please let us know here if you require a second bus route	
<input style="width: 100%;" type="text"/>	

### **Section 2: Course Details**

Course Title Include Level	<input style="width: 100%;" type="text"/>
	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>

### **Section 3: How will you be financing the Bus Pass?**

**Have you made an application for Financial Assistance?** *Evidence must have been submitted with your application - if approved the cost of the bus pass will be covered by the College*

Yes  No

**Do you wish to pay in full or in two instalments?**  
*If paying in two instalments these are to be paid in Sept 2022 and Feb 2023*

In full  Instalments

Which **email address** would you like the invoice sending to?

**Please be aware that if payments are not made and any delays not reported to the Finance team, the bus pass may be revoked and travel on the College bus not be permitted**

Please include any further information to support your application:

### Confidentiality

Applications are seen only by Student Services and Finance 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 that applications may take up to 2 weeks to process during busier enrolment periods.**

**The bus pass will be integrated into your Student ID card and will be required for travel.**

Please send applications 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)**