Student Travel & Support Application 2019-2020

HAVANT & SOUTH DOWNS COLLEGE

Section 1 – Student Details – Please complete this form fully, if any information is missing we will not be able to process this application.	
Surname:	First Name (s):
Full Address:	
	Postcode:
Home Tel No.:	Student's Mobile No.:
Student Ref No. (Found on your course offer letter):	Parent's Mobile No.:
Date of Birth:	Age on 31st Aug 2019:
Student Email Address (please write in the boxes clearly as this is how we will contact you):	
Parent/Carer Email Address (please write in the boxes clearly as this is how we will contact you):	
Name of the course you are studying:	
Please indicate which campus you are studying at: Havant Campus ☐ South Downs Campus ☐	

Section 2 – Financial Assistance Application – You are entitled to College Financial Assistance if you or your parent/carer are in receipt of an Income Based Benefit. Financial Assistance is designed to provide financial support towards essential course related costs. Providing your benefit as soon as you can will help finalise your application, but if you do not currently have an up to date benefit, please still send this form back to us and you can supply your benefit at a later date.

Please indicate below if you are in receipt of any of the following and provide the evidence indicated

Eligible Benefit	Please Tick	Evidence Required (you need to provide at least one of the below before Financial Assistance can be awarded)
Income Support *		Letter dated from 1st April 2019 stating you currently receive this benefit.
Job Seekers Allowance (income based)		**All** pages of your notification, dated from 1st April 2019 – please do not send one page, we must see all the pages.
Employment & Support Allowance (income related)		**All** pages of your notification, dated from 1st April 2019 – please do not send one page, we must see all the pages.
Pension Credit (Guarantee Element)		**All** pages of your State Pension Credit (guarantee element), issued by the Pension Service, dated from 1st April 2019.
Working Tax Credit (we cannot accept 'Provisional' Award Notices or solely Child Tax Credit)		**All** pages of your Tax Credit Award Notice for April 2019 – April 2020 showing that you receive Working Tax Credit – not just Child Tax Credit. Alternatively, **All** pages of your **Annual Review for 2019** (as long as it provides payments for 2019/2020) **plus** a **bank statement** (from **July 2019 onwards**) showing a payment of Working Tax going in.
Council Tax Support (other than single occupancy)		Letter or annual bill dated from April 2019.
Housing Benefit		Local Council letter dated April 2019 – March 2020.
Universal Credit * (other than Child Tax element)		Your last **3** most recent **monthly** Award Statements which can be printed from your online account. Please print the **full** breakdown of your monthly award payments which show how your Universal Credit payment was calculated. Your total household income must not exceed £25,000 pa.

**I understand that if I am a student in receipt of Income Support (Universal Credit), I need to declare any financial assistance received through the College.*

For Office Use Only
Date Received:

Fund: Approved / Pending Evidence / Pending Other / Rejected
Upgrade / IOW / RFC / Chq Enc

Train: From…… / To: Havant / Cosham **Add to WisePay:** Yes / No
Bus Pass: First Group: AW7 / A7day
Stagecoach: AW / AH / ASH / AG
FSM: Approved FSM / Pending FSM / NE
£ E1(Y) / E2(Q) / E3(N)

Section 3a – Bus Pass Application for South Downs Campus Students (Havant Campus Students go to Section 3b on the following page). Please complete this section if you receive an income based benefit and you require a bus pass or a train pass. You must live beyond 0.5 miles from the South Downs Campus to receive travel assistance.

You may choose either a bus pass or a train pass (you cannot choose both) – Please read the information below:

Bus Pass – The bus passes below are listed by postcode area. The passes relevant to your postcode area are listed first; please see the grid on the **back of this application form** which displays the zones/areas that each bus pass can be used in. The pass listed first (under your postcode area) will be purchased for you by the College – **there will be no cost to you once you have provided an eligible benefit**. This pass will enable you to travel from home to the South Downs Campus; these passes are annual (2nd Sep – 2nd Jul) and can be used in the evenings, at weekends, half terms, Christmas and Easter Holidays. You may choose to upgrade your bus pass to travel further afield which may be useful to students who have part time jobs. If you choose to upgrade the pass, the upgrade cost must be paid by you (upgrade costs are displayed in the table below). **** Please be aware that all First Group bus passes will be mTickets (on a smartphone) via an App. You will be issued a unique voucher/promo code by the Travel & Support Office before you can download the pass (this will be issued to you at a later stage). If there is a genuine reason for the student not being able to have a mobile phone ticket, please let us know as soon as possible ****

Train Pass – The nearest train station to the South Downs Campus is either Cosham or Havant (both stations will also require using a bus as the campus is not within walking distance of either station – please bear this in mind). Once an eligible income based benefit has been accepted, the College will deduct the equivalent cost of a bus pass (for your postcode area) from the cost of the train pass. You are responsible for paying the rest of the cost for the train pass. Train passes are dated termly and you will therefore need to make this payment three times during the academic year – payment will need to be made before any passes can be collected. If you wish to order a train pass for the South Downs Campus, **please contact Student Travel & Support (using the contact details at the bottom of Section 7)** and do **not** tick a bus pass option below.

South Downs Campus Bus Passes – Please tick only one option for your postcode:

POSTCODE	BUS PASSES AVAILABLE	ANNUAL
PO1 – PO6 If you live in Drayton or Farlington see postcode box below.	First Group Hampshire	£0 ☐
PO6 1 & PO6 2 & Isle of Wight PO6 1 & PO6 2 have the option of choosing a First Group pass (board at Cosham) or a Stagecoach pass (board at Havant Road and change at Havant Bus Station). Isle of Wight students can choose either a First Group Hampshire or Stagecoach South Hants bus pass.	First Group Hampshire	£0 ☐
	Stagecoach South Hants (for PO6 1 / PO6 2 & IOW only)	£0 ☐
	Stagecoach Gold (for PO6 1 / PO6 2 & IOW only) - Upgrade	£120 ☐
PO7 – PO8 PO7 - PO8 are able to choose either First Group or Stagecoach – you can decide which company suits you best for the area you live in.	First Group Waterlooville (valid to Cosham Train Station)	£0 ☐
	First Group Hampshire - Upgrade	£140 ☐
	Stagecoach Waterlooville	£0 ☐
	Stagecoach South Hants - Upgrade	£212 ☐
	Stagecoach Gold - Upgrade	£332 ☐
PO9	Stagecoach Havant	£0 ☐
	Stagecoach South Hants - Upgrade	£245 ☐
	Stagecoach Gold - Upgrade	£365 ☐
PO10 7	Stagecoach South Hants	£0 ☐
	Stagecoach Gold - Upgrade	£120 ☐
PO10 8 & PO10 9	Stagecoach Gold	£0 ☐
PO11	Stagecoach South Hants	£0 ☐
	Stagecoach Gold - Upgrade	£120 ☐
PO12 - PO17, SO30, SO31, SO32 & SO40	First Group Hampshire	£0 ☐
PO18 - PO22 & GU & BN	Stagecoach Gold	£0 ☐

If you have selected a bus pass above, please now go to Section 5 & 6 (if applicable). Everyone must complete & sign Section 7 before the application can be finalised.

Section 3b – Bus Pass Application for Havant Campus Students (South Downs Campus Students go to Section 3a on the previous page). Please complete this section if you receive an income based benefit and you require a bus pass or a train pass. You must live beyond 0.5 miles from the Havant Campus to receive travel assistance.

You may choose either a bus pass or a train pass (you cannot choose both) – Please read the information below:

Bus Pass – The bus passes below are listed by postcode area. The passes relevant to your postcode area are listed first; please see the grid on the **back of this application form** which displays the zones/areas that each bus pass can be used in. The pass listed first (under your postcode area) will be purchased for you by the College – **there will be no cost to you once you have provided an eligible benefit**. This pass will enable you to travel from home to the Havant Campus; these passes are annual (2nd Sep – 2nd Jul) and can be used in the evenings, at weekends, half terms, Christmas and Easter Holidays. You may choose to upgrade your bus pass to travel further afield which may be useful to students who have part time jobs. If you choose to upgrade the pass, the upgrade cost must be paid by you (upgrade costs are displayed in the table below). **** Please be aware that all First Group bus passes will be mTickets (on a smartphone) via an App. You will be issued a unique voucher/promo code by the Travel & Support Office before you can download the pass (this will be issued to you at a later stage). If there is a genuine reason for the student not being able to have a mobile phone ticket, please let us know as soon as possible ****

Train Pass – The nearest train station to the Havant Campus is Havant station (the train station is about a 7-minute walk to the Campus). Once an eligible income based benefit has been accepted, the College will deduct the equivalent cost of a bus pass (for your postcode area) from the cost of the train pass. You are responsible for paying the rest of the cost of the train pass. Train passes are dated termly and you will therefore need to make this payment three times during the academic year – payment will need to be made before any passes can be collected. If you wish to order a train pass, **please complete the Train Pass application on Section 4 of this form** and do **not** tick a bus pass option below.

Havant Campus Bus Passes – Please tick only one option for your postcode:

POSTCODE	BUS PASSES AVAILABLE	ANNUAL
PO1 – PO6	Stagecoach South Hants	£0 ☐
	Stagecoach Gold - Upgrade	£120 ☐
PO7 – PO8 If you live in **Hambledon** or **Denmead** you will need to choose a **First Group** bus pass and use the First Group **654-bus service** which travels direct to the Havant Campus (one service in the morning & one in the afternoon) **** All other areas** of **PO7 – PO8** should choose the **Stagecoach** bus pass & use Stagecoach bus services to reach the Havant Campus ******	First Group Waterlooville	£0 ☐
	First Group Hampshire - Upgrade	£140 ☐
	Stagecoach South Hants **	£0 ☐
	Stagecoach Gold – Upgrade **	£120 ☐
PO9	Stagecoach Havant	£0 ☐
	Stagecoach South Hants - Upgrade	£245 ☐
	Stagecoach Gold - Upgrade	£365 ☐
PO10 7	Stagecoach South Hants	£0 ☐
	Stagecoach Gold - Upgrade	£120 ☐
PO10 8 & PO10 9	Stagecoach Gold	£0 ☐
PO11	Stagecoach South Hants	£0 ☐
	Stagecoach Gold - Upgrade	£120 ☐
PO12 - PO17 * * Please be aware that **First Group** buses travelling to Havant from this postcode area are very limited - (**Gosport/Fareham/Portchester** students can board the **SD5-bus service** & **Bishops Waltham/Wickham** students can board the **SD4-bus service – both travel to Havant Campus)**	First Group Hampshire	£0 ☐
PO18 - PO22 & GU & BN	Stagecoach Gold	£0 ☐
SO30, SO31, SO32 & SO40 * Please be aware that First Group buses travelling to Havant from this postcode area are extremely limited, you may wish to travel by train.	First Group Hampshire	£0 ☐

If you have selected a bus pass above, please now go to Section 5 & 6 (if applicable). Everyone must complete & sign Section 7 before the application can be finalised.

Section 4 – Train Application for those students who have not selected a bus pass as their method of travel.
South Western Railway are offering full-time HSDC students discounted train passes for the below train stations. Please complete this section if you receive an income based benefit and you require a train pass. These passes are valid between the named stations, 7 days a week and within the dates specified on the ticket. The passes are valid on any Train Operating Company that operates on the route specified on the ticket.
Once an eligible benefit has been accepted by the Student Travel & Support Office, we will reduce the price of the train pass further. The cost shown below is the final price that you will have to pay for each Termly Pass (once proof of benefit has been seen). We will contact you before the term starts so you know when to pay and how to collect the pass – please make sure you have written your correct email address in Section 1.
Payment (if necessary) can be made in cash when collecting the train pass or via the college's online payment system (WisePay) – we will inform you of how to do this. Please remember to bring a passport sized photo when collecting the train pass as this will need to go on the Student Photocard (do not send any photographs in the post).
Train services are not run under contract to the College and are therefore subject to availability. You will need to make your own arrangements for travel between your home and the nearest train station to you.

Train services offered to <u>South Downs Campus</u> students – please contact a Student Travel and Support Advisor (using the contact details at the bottom of Section 7) and someone will talk you through the options available.

Train services offered to <u>Havant Campus</u> students:

Travelling From (Station)	Travelling to (Station)	Term 1 Cost (9th Sep – 20th Dec)	Term 2 Cost (7th Jan – 3rd Apr)	Term 3 Cost (20th Apr – 2nd Jul)	Please tick which option
Bosham	Havant	£0	£0	£0	
Botley	Havant	£228	£178	£125	
Bursledon	Havant	£242	£190	£135	
Chichester	Havant	£0	£0	£0	
Cosham	Havant	£75	£46	£15	
Emsworth	Havant	£0	£0	£0	
Fareham	Havant	£110	£76	£39	
Fishbourne	Havant	£0	£0	£0	
Fratton	Havant	£64	£36	£7	
Godalming	Havant	£452	£360	£261	
Haslemere	Havant	£307	£234	£157	
Hedge End	Havant	£291	£233	£170	
Hilsea	Havant	£34	£10	£0	
Liphook	Havant	£234	£172	£105	
Liss	Havant	£123	£76	£26	
Netley	Havant	£268	£213	£153	
Nutbourne	Havant	£0	£0	£0	
Petersfield	Havant	£70	£31	£0	
Portchester	Havant	£75	£46	£15	
Portsmouth Harbour	Havant	£66	£38	£8	
Portsmouth & Southsea	Havant	£66	£38	£8	
Rowlands Castle	Havant	£54	£33	£11	
Sholing	Havant	£320	£257	£190	
Southampton Ctl	Havant	£382	£311	£234	
Southbourne	Havant	£0	£0	£0	
Swanwick	Havant	£200	£154	£104	
Warblington	Havant	£0	£0	£0	

If you have selected a train pass above, please now go to Section 5 & 6 (if applicable). Everyone must complete & sign Section 7 before the application can be finalised.

Section 5 – Free Student Meals (FSM)

Havant & South Downs College offer Free Student Meals to all eligible students. An allowance of £2.95 will be available for each timetabled day you are in college and can be spent in the college refectories on food and drink. The student must be enrolled on a full time course at the College and must be aged 16 – 18 before 31st August 2019. The Parent/Carer must also be in receipt of one or more of the benefits listed below. Students who are aged 19+ who are continuing the 2nd year of their course **or** are in receipt on an EHCP are eligible for Free Student Meals. Please complete the Free Student Meals section below if you think you may be entitled to this scheme.

Applying for Free Student Meals Online - Please be aware that the college have strict government rules to abide by and therefore must see the correct benefit; alternatively, you may find it easier to apply online using the link below as this method has access to your details. The Council will email the College if you are eligible: https://www.cloudforedu.org.uk/ofsm/fe-apply/

Please indicate the benefit you are in receipt of and provide the evidence asked for		
	Please Tick	**Evidence Required**
Income Support		A letter dated from 1st April 2019 stating you currently receive this benefit.
Job Seekers Allowance (Income Based)		**All** pages of your notification dated from 1st April 2019.
Employment & Support Allowance (Income Related)		**All** pages of your notification dated from 1st April 2019.
Pension Credit (Guarantee Element)		**All** pages of your State Pension Credit (guarantee element), issued by the Pension Service, dated from 1st April 2019.
Support Under part VI of the Immigration & Asylum Act 1999		A letter from either your local Council Asylum Seekers Team or the National Asylum Support Service (NASS) stating you are currently receiving this support.
Child Tax Credit (with no entitlement to Working Tax Credit)		A Tax Credit Award Notice for April 2019 to April 2020 provided it shows no entitlement to Working Tax Credit and have an annual gross income of no more than £16,190 or Working Tax Credit run-on (paid for 4 weeks after someone **stops** qualifying for Working Tax Credit).
Universal Credit		Your last **3** most recent **monthly** Award Statements which can be printed from your online account. Please print the **full** breakdown of your monthly payments which show how your Universal Credit payment was calculated. Your net earned annual income must not exceed £7,400.

Section 6 – Vulnerable Bursary (only complete this section if the student is aged between 16-18 on 31st August 2019 and meets one of the below criteria – otherwise please move to section 7)

Criteria for the Vulnerable Bursary	**Please Tick**
The student is In Care (Foster Care or Local Authority Care)	
The student is a Care Leaver (aged 16, 17 or 18 and previously looked after for 13 weeks or more which began after the age of 14 and ended after the age of 16)	
The student receives Income Support or Universal Credit in their own right because they are financially supporting themselves and anyone who is dependent on them, and living with them such as a child.	
The student is receiving BOTH Disability Living Allowance/Personal Independence Payments in the their own right AND Employment and Support Allowance/Universal Credit in their own right	

Students who meet one of the above criteria, and who have a financial need, can apply for a £1200 bursary – this bursary is for vulnerable groups only as the government recognise that the defined groups above may need a greater level of support to enable them to continue or participate in education. The College will contact you with further information and details of how to apply.

Section 7 – Parent/Carer & Student Agreement
Please make sure you agree to the terms and conditions and **both** student and parent/carer must sign below.
Please return all pages of the completed form to: Student Travel & Support, Havant & South Downs College, South Downs Campus, College Road, Waterlooville, PO7 8AA – sending the form to this address applies to both campuses.

To ensure that your bus or train pass is available for collection at the start of the Autumn Term 2019, please return this completed form by 12th July 2019, even if you do not have a current proof of benefit, as you can supply this at a later date. You can still send applications in after this date but there could be a delay in receiving your pass – students are liable to pay their own travel fares until the pass arrives.

I confirm that I have read and understood the following:

- The student's address on Section 1 is correct and the proof of benefit matches this address.
- The information and proof of benefit/income provided is correct and complete to the best of my knowledge. Giving any false or incomplete information which may lead to wrongfully claiming financial help from the college, may result in any future assistance being stopped and any incorrectly paid funds being recovered. Using false information may result in a referral to the police.
- Awards from the Support Fund are granted on the following conditions; that there is a financial need for assistance, that the student's attendance record is satisfactory, all assignments or homework are produced on time and conform to the College's rules and regulations. If, at any time, attendance, work or behaviour is considered unsatisfactory, the funding may be withdrawn or suspended.
- Any refunds for essential course related costs can only be processed with a receipt or proof of purchase.
- If any cost is due towards the bus pass (upgrades) or the train pass, this payment must be made before collection of the pass using the College's online payment system (WisePay) or by cash via the Student Travel & Support Office.
- All bus passes must be used with a College Student ID card (this will be issued on your enrolment day where your photograph will be taken onsite). Train passes must be used with a photocard (a passport style photo must be supplied when the Train pass is collected, please do not send photos in the post).
- The student is liable to pay their own travel fares if they have applied for a travel pass late, if the pass has been confiscated through misuse or if the student loses their pass.
- Lost bus and train passes can be replaced only once in the academic year for an admin fee which is charged by the transport company. Please see a Student Travel & Support Advisor for further assistance.
- Replacement Student ID cards can be purchased from the College Library.
- If you withdraw from your course, you must return your bus/train pass to the Student Travel & Support Office.
- Drivers/Inspectors can confiscate any pass that is used without appropriate Student ID or if the pass is being used out of the specified dates and areas on the ticket. Misuse of any pass may result with the student being withdrawn from the travel scheme and possible referral to the police.
- All students are expected to behave in the correct manner whilst using all public transport.
- Havant & South Downs College will process personal data contained in this application form for the purpose of administering Financial Assistance. If applicable, any bank details (sort code & account number) requested in the future by the Student Travel & Support Department will only be used for processing refunds and the college will adhere to relevant data protection policies and procedures. Should you require any further information, regarding the processing of your personal data, then please contact dataprotection@hsdc.ac.uk

Student Travel & Support
If you would like any further information, please phone 023 9279 7991 and press option 3, email travelandsupport@hsdc.ac.uk or visit our website www.hsdc.ac.uk

Parent/Carer Agreement:

Please circle: Mr / Mrs / Miss / Ms

Name: ……

Parent Signature: ……

Date: ……

Student Agreement:

Name: ……

Student Signature: ……

Date: ……

Bus Passes available and the areas they can be used in:

Name of Bus Pass	Areas Pass can be used in (all passes can be used at weekends & in the evenings in the listed areas)
First Group Waterlooville (Valid from 2nd Sep – 2nd July 2020)	Waterlooville, Denmead, Hambledon, Clanfield, Horndean, Lovedean, Cowplain, Purbrook, Cosham Health Centre and as far as Cosham Railway Station. If using the **654-bus service** from **Hambledon/Denmead** you may travel as far as the **Havant Campus** but no further into Havant.
First Group Hampshire (Valid from 2nd Sep – 2nd July 2020)	Waterlooville, Denmead, Hambledon, Clanfield, Horndean, Lovedean, Cowplain, Purbrook, Cosham, Portsmouth, Bishop's Waltham, Swanmore, Waltham Chase, Shedfield, Wickham Square, Gosport, Fareham, Portchester, Paulsgrove, Titchfield, Whiteley, Warsash, Locks Heath, Hedge End, Southampton (except the motorway service). If using the **654-bus service** from **Hambledon/Denmead,** the **SD5-bus service** from **Gosport/Fareham/Portchester** or the **SD4-bus service** from **Bishops Waltham/Wickham** you may travel as far as the **Havant Campus** but no further into Havant.
Stagecoach Waterlooville Unirider (Valid from 2nd Sep – 2nd July 2020)	Waterlooville, Clanfield, Horndean, Lovedean, Cowplain, Purbrook, South Downs Campus and as far as Havant Asda. ** You **cannot** travel to the **Havant Campus** with this ticket **
Stagecoach Havant Unirider (Valid from 2nd Sep – 2nd July 2020)	Rectory Avenue, Bedhampton, Havant, West Leigh, Leigh Park and as far as South Downs Campus. **** This ticket covers both Havant & South Downs Campus ****
Stagecoach South Hants Unirider (Valid from 2nd Sep – 2nd July 2020)	Havant Road, Rectory Avenue, Bedhampton, Havant, West Leigh, Leigh Park, Waterlooville, Clanfield, Horndean, Lovedean, Cowplain, Purbrook, Portsmouth, Hayling Island, Emsworth (as far as Emsworth Square). **** This ticket covers both Havant & South Downs Campus ****
Stagecoach Gold Unirider (Valid from 2nd Sep – 2nd July 2020)	Havant Road, Rectory Avenue, Bedhampton, Havant, West Leigh, Leigh Park, Waterlooville, Clanfield, Horndean, Lovedean, Cowplain, Purbrook, Portsmouth, Hayling Island, Emsworth, Petersfield, Liss, Bordon and this ticket can also be used in Hampshire, Surrey, Sussex, Wiltshire, Berkshire and Kent. **** This ticket covers both Havant & South Downs Campus ****