

**Student Travel & Support Application 2021-2022**

Section 1 – Student Details – Please complete this form fully, if any information is missing, we will not be able to process this application. Your email address is very important as this is how we may contact you.

Surname:		First Name (s):	
Full Address:			
			Postcode:
Home Phone No.:		Student's Mobile No.:	
Student Ref No.:		Parent/Carer Mobile No.:	
Date of Birth:		Age on 31 st Aug 2021:	
Student Email Address (please write clearly as this is how we will contact you):			
Parent/Carer Email Address (please write clearly as this is how we will contact you):			
Name of the course you are studying e.g., BTEC Business, A Levels:			
Please indicate which campus you are studying at: Havant Campus <input type="checkbox"/> South Downs Campus <input type="checkbox"/>			

Section 2 – Financial Assistance Application – You are entitled to College Financial Assistance if you or your parent/carers are in receipt of an Income Based Benefit. Financial Assistance is designed to provide financial support towards essential course related costs such as uniform, kit, equipment, books, travel pass, etc. Providing evidence of your benefit as soon as you can, will help finalise your application, but if you do not currently have up to date evidence, please still send this form back to us and you can supply your evidence 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 (Please supply at least one of the below which must clearly show your name and address)
Income Support		Letter dated from 1 st April 2021 stating you currently receive this benefit.
Job Seekers Allowance (income based)		All pages of your notification, dated from 1 st April 2021 – please do not send one page, we must see all the pages. We cannot accept 'contribution' based JSA.
Employment & Support Allowance (income related)		All pages of your notification, dated from 1 st April 2021 – please do not send one page, we must see all the pages. We cannot accept 'contribution' related ESA.
Pension Credit (Guarantee Element)		All pages of your State Pension Credit (guarantee element), issued by the Pension Service, dated from 1 st April 2021.
Working Tax Credit (we <u>cannot</u> accept 'Provisional' Award Notices or solely Child Tax Credit)		All pages of your final Tax Credit Award Notice for April 2021 – April 2022 showing that you receive Working Tax Credit – not just Child Tax Credit. Alternatively, all pages of your Annual Review for 2021 (if it provides payments for 2021/2022) plus a bank statement (from July 2021 onwards) showing a payment of Working Tax going in.
Council Tax Support (other than single occupancy)		Letter or annual bill dated from April 2021.
Housing Benefit		Local Council letter dated April 2021 – March 2022.
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 per annum (this includes any universal credit payments, wages & benefits received).

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 / AH7

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. You must live beyond 0.5 miles from the South Downs Campus to receive travel assistance.

You may choose either a bus pass from the table below or a train pass (in Section 4) - you cannot choose both. Please read the information below regarding bus passes:

Bus Pass – The bus passes below are listed by postcode area. The passes relevant to your home postcode area are listed first; please see the bus pass guide 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 evidence of an eligible benefit**. This pass will enable you to travel from home to the South Downs Campus; these passes are annual (1st Sep – 1st Jul with First Bus passes and 1st Sep – 31st Aug with Stagecoach passes). All passes 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 before the pass can be issued (upgrade costs are displayed in the table below).

Once the travel application has been approved and student has officially enrolled on their course, the Student Travel & Support Office will email the student with the full details of how to obtain a student bus pass.

First Bus passes (mTickets) will need to be downloaded on the student’s smartphone via the First Bus App. Students will need to scan their phone when they board the bus and show the driver their college Student ID card.

Stagecoach passes (smartcards) will need to be ordered on the Stagecoach website and will be posted to the student. Students will need to scan their pass when they board the bus and show the driver their college Student ID card.

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

HOME POSTCODE	BUS PASSES AVAILABLE	ANNUAL PASS
PO1 – PO6 If you live in Drayton or Farlington see postcode box below.	First Bus Hampshire	£0 <input type="checkbox"/>
PO6 1 & PO6 2 & Isle of Wight PO6 1 & PO6 2 have the option of choosing a First Bus 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 Bus Hampshire or Stagecoach South Hants bus pass depending on which pass suits your needs.	First Bus Hampshire	£0 <input type="checkbox"/>
	Stagecoach South Hants (for PO6 1 / PO6 2 & IOW only)	£0 <input type="checkbox"/>
	Stagecoach Gold (for PO6 1 / PO6 2 & IOW only) - Upgrade	£200 <input type="checkbox"/>
PO7 – PO8 PO7 - PO8 are able to choose either First Bus (no. 8/7 bus services) or Stagecoach (no. 37/39 bus services) – you can decide which company suits you best for the area of Waterlooville that you live in.	First Bus Waterlooville (valid to Cosham Train Station)	£0 <input type="checkbox"/>
	First Bus Hampshire - Upgrade	£165 <input type="checkbox"/>
	Stagecoach Waterlooville (valid to Havant Asda)	£0 <input type="checkbox"/>
	Stagecoach South Hants - Upgrade	£215 <input type="checkbox"/>
	Stagecoach Gold - Upgrade	£415 <input type="checkbox"/>
PO9	Stagecoach Havant	£0 <input type="checkbox"/>
	Stagecoach South Hants - Upgrade	£248 <input type="checkbox"/>
	Stagecoach Gold - Upgrade	£448 <input type="checkbox"/>
PO10 7	Stagecoach South Hants	£0 <input type="checkbox"/>
	Stagecoach Gold - Upgrade	£200 <input type="checkbox"/>
PO10 8 & PO10 9	Stagecoach Gold	£0 <input type="checkbox"/>
PO11	Stagecoach South Hants	£0 <input type="checkbox"/>
	Stagecoach Gold - Upgrade	£200 <input type="checkbox"/>
PO12 - PO17, SO30, SO31, SO32 & SO40	First Bus Hampshire	£0 <input type="checkbox"/>
PO18 - PO22 & GU & BN	Stagecoach Gold	£0 <input type="checkbox"/>

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. You must live beyond 0.5 miles from the Havant Campus to receive travel assistance.

You may choose either a bus pass from the table below or a train pass (in Section 4) - you cannot choose both. Please read the information below regarding bus passes:

Bus Pass – The bus passes below are listed by postcode area. The passes relevant to your home postcode area are listed first; please see the bus pass guide 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 evidence of an eligible benefit**. This pass will enable you to travel from home to the Havant Campus; these passes are annual (1st Sep – 1st Jul with First Bus passes and 1st Sep – 31st Aug with Stagecoach passes). All passes 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 before the pass can be issued (upgrade costs are displayed in the table below).

Once the travel application has been approved and student has officially enrolled on their course, the Student Travel & Support Office will email the student with the full details of how to obtain a student bus pass.

First Bus passes (mTickets) will need to be downloaded on the student’s smartphone via the First Bus App. Students will need to scan their phone when they board the bus and show the driver their college Student ID card.

Stagecoach passes (smartcards) will need to be ordered on the Stagecoach website and will be posted to the student. Students will need to scan their pass when they board the bus and show the driver their college Student ID card.

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

HOME POSTCODE	BUS PASSES AVAILABLE	ANNUAL PASS
PO1 – PO6	Stagecoach South Hants	£0 <input type="checkbox"/>
	Stagecoach Gold - Upgrade	£200 <input type="checkbox"/>
PO7 – PO8 If you live in Hambledon or Denmead you will need to choose a First Bus pass and use the First Bus 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 a Stagecoach bus pass & use Stagecoach bus services (37/3 to reach the Havant Campus **	First Bus Waterlooville	£0 <input type="checkbox"/>
	First Bus Hampshire - Upgrade	£165 <input type="checkbox"/>
	Stagecoach South Hants **	£0 <input type="checkbox"/>
	Stagecoach Gold – Upgrade **	£200 <input type="checkbox"/>
PO9	Stagecoach Havant	£0 <input type="checkbox"/>
	Stagecoach South Hants - Upgrade	£248 <input type="checkbox"/>
	Stagecoach Gold - Upgrade	£448 <input type="checkbox"/>
PO10 7	Stagecoach South Hants	£0 <input type="checkbox"/>
	Stagecoach Gold - Upgrade	£200 <input type="checkbox"/>
PO10 8 & PO10 9	Stagecoach Gold	£0 <input type="checkbox"/>
PO11	Stagecoach South Hants	£0 <input type="checkbox"/>
	Stagecoach Gold - Upgrade	£200 <input type="checkbox"/>
PO12 - PO17 * * Please be aware that First Bus services travelling to & from Havant Campus 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 Bus Hampshire	£0 <input type="checkbox"/>
PO18 - PO22 & GU & BN	Stagecoach Gold	£0 <input type="checkbox"/>
SO30, SO31, SO32 & SO40 * Please be aware that First Bus services travelling to Havant from this postcode area are extremely limited, you may wish to travel by train.	First Bus Hampshire	£0 <input type="checkbox"/>

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 Pass Application

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 the evidence of 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 the benefit has been seen). We will contact you before the term starts so you know when and how to pay for your train pass and where you should collect it from – please make sure you have written your correct email address in Section 1.

If you are a new student, please bring a passport sized photo when you collect your train pass as this is required for your Student Photocard which you will need to show when you use your ticket (**continuing students** can use their existing photocard). 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 South Downs Campus students – The nearest train station to the South Downs Campus is either Cosham or Havant (both stations may also require using a bus as the campus is not within walking distance of either station). Due to this, most students who attend the South Downs Campus opt for a bus pass. If you would prefer a train pass from one of the stations listed below to travel to either Havant or Cosham station, 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 Havant Campus students - The nearest train station to the Havant Campus is Havant station (the train station is about a 7-minute walk to the Campus). If you wish to order a train pass, **please complete the Train Pass application below:**

Travelling From (Station)	Travelling to (Station)	Term 1 Cost (6 th Sep – 17 th Dec)	Term 2 Cost (5 th Jan – 8 th Apr)	Term 3 Cost (25 th Apr – 1 st Jul)	Please tick which option
Arundel	Havant	£112	£85	£0	
Bitterne	Havant	£377	£335	£194	
Bognor Regis	Havant	£88	£63	£0	
Bosham	Havant	£0	£0	£0	
Botley	Havant	£230	£200	£98	
Bursledon	Havant	£245	£214	£108	
Chichester	Havant	£0	£0	£0	
Cosham	Havant	£69	£52	£0	
Emsworth	Havant	£0	£0	£0	
Fareham	Havant	£105	£85	£16	
Fishbourne	Havant	£0	£0	£0	
Fratton	Havant	£57	£40	£0	
Godalming	Havant	£476	£421	£233	
Guildford	Havant	£754	£677	£415	
Haslemere	Havant	£322	£279	£132	
Hedge End	Havant	£297	£261	£142	
Hilsea	Havant	£25	£11	£0	
Liphook	Havant	£246	£209	£82	
Liss	Havant	£120	£93	£0	
Littlehampton	Havant	£114	£87	£0	
Netley	Havant	£273	£239	£126	
Nutbourne	Havant	£0	£0	£0	
Petersfield	Havant	£73	£49	£0	
Portchester	Havant	£69	£52	£0	
Portsmouth Harbour	Havant	£59	£42	£0	
Portsmouth & Southsea	Havant	£59	£42	£0	
Rowlands Castle	Havant	£60	£48	£6	
Southampton Ctl	Havant	£392	£350	£205	
Southbourne	Havant	£0	£0	£0	
Swanwick	Havant	£200	£172	£78	
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)

HSDC offer Free Student Meals to all eligible students. An allowance of £2.95 will be available on the student's ID card for each timetabled day the student is 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 2021. The student or parent/carer must also be in receipt of one or more of the benefits listed below. Students who are aged 19+ and are either continuing on a study programme which began when aged 16-18 or have an Education Health and Care Plan (EHCP) are also 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 we must see evidence of the correct benefit when applying for FSM. Alternatively, you may find it quicker and easier to apply online using the link below as this method has access to your details. Please search for the college as 'HSDC Havant & South Downs'. The Council will email the College if you are eligible, and we will continue to process the approved application:
Link to apply for FSM online: <https://www.cloudforedu.org.uk/ofsm/fe-apply/>

If you are not applying for FSM online, please indicate the benefit you are in receipt of and provide the evidence asked for:

Eligible Benefit	Please Tick	Evidence Required
Income Support		A letter dated from 1 st April 2021 stating you currently receive this benefit.
Job Seekers Allowance (Income Based)		All pages of your notification dated from 1 st April 2021.
Employment & Support Allowance (Income Related)		All pages of your notification dated from 1 st April 2021.
Pension Credit (Guarantee Element)		All pages of your State Pension Credit (guarantee element), issued by the Pension Service, dated from 1 st April 2021.
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 <u>no</u> entitlement to Working Tax Credit)		All pages of your final Tax Credit Award Notice for April 2021 to April 2022 providing 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 2021 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 <u>in their own name</u> 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 <u>in their own right</u> AND Employment and Support Allowance/Universal Credit <u>in their own right</u> .	

Students who meet one of the above criteria, and who have a financial need, can apply for a bursary of up to £1200 – 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/carers must sign below.

Please return all pages of the form and your proof of benefit (if you currently have it) to our main office:

HSDC, Student Travel & Support, South Downs Campus, College Road, Waterlooville, PO7 8AA

We would encourage you not to email this form to us, please post it to the address above.

To ensure that your bus or train pass is available for issue/collection at the start of the Autumn Term 2021, please return this completed form by 30th July 2021, even if you do not have evidence of 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 (uniform, books, etc) can only be processed with a receipt/proof of purchase. Refunds can be given to the Student Travel & Support Office in September, after full time lessons have started.
- If any cost is due towards 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. Continuing students can use their existing photocard.
- 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.
- Train passes can be replaced for an admin fee which is charged by the transport company. Uncollected train passes will incur a £10 admin fee. Please see a Student Travel & Support Advisor for further assistance.
- Replacement Student ID cards can be purchased from the College.
- 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 in 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.
- HSDC cannot guarantee any public transport services, especially during the COVID-19 pandemic. Services are not run under contract to the College and are therefore subject to availability.
- HSDC 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@hsrc.ac.uk

Student Travel & Support

If you would like any further information, please phone 023 9279 7991 (option 3), email travellandsupport@hsrc.ac.uk or visit our website www.hsrc.ac.uk

Parent/Carer Agreement:

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 and must be used with your College Student ID card)
<p>First Bus Student Waterlooille (as far as the Havant Campus) (Valid from 1st Sep – 1st Jul 2022)</p>	<p>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.</p> <p>** This ticket covers the South Downs Campus (and only the Havant Campus using the 654 service from Denmead/Hambledon) **</p>
<p>First Bus Student Hants (All Zones) (Valid from 1st Sep – 1st Jul 2022)</p>	<p>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.</p> <p>** This ticket covers the South Downs Campus (and only the Havant Campus using the 654 service from Denmead/Hambledon) **</p>
<p>Stagecoach Waterlooille StudentRider (Valid from 1st Sep – 31st Aug 2022)</p>	<p>Waterlooville, Clanfield, Horndean, Lovedean, Cowplain, Purbrook, South Downs Campus and as far as Havant Asda.</p> <p>** This ticket covers the South Downs Campus only - you <u>cannot</u> travel to the Havant Campus with this ticket **</p>
<p>Stagecoach Havant StudentRider (Valid from 1st Sep – 31st Aug 2022)</p>	<p>Rectory Avenue, Bedhampton, Havant, West Leigh, Leigh Park and as far as South Downs Campus.</p> <p>** This ticket covers both Havant & South Downs Campus **</p>
<p>Stagecoach South Hants StudentRider (Valid from 1st Sep – 31st Aug 2022)</p>	<p>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).</p> <p>** This ticket covers both Havant & South Downs Campus **</p>
<p>Stagecoach Gold StudentRider (Valid from 1st Sep – 31st Aug 2022)</p>	<p>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.</p> <p>** This ticket covers both Havant & South Downs Campus **</p>