

Please place passport sized photo here and provide pupil's name, school and date of birth on the reverse side to enable a bus pass to be issued for travel

**MONMOUTHSHIRE COUNTY COUNCIL
POST 16 CONCESSIONARY TRANSPORT
APPLICATION FORM
2017/2018**

<i>Amount Payable</i>

IMPORTANT: PLEASE READ INFORMATION SHEET BEFORE COMPLETING THE APPLICATION FORM AND ENSURE SECTIONS 2 & 3 ARE COMPLETED OVERLEAF

Official Use Only	Assessing Officer	Date
Contractor	Contract Number	

SECTION 1 (TO BE COMPLETED IN BLOCK CAPITAL LETTERS BY THE STUDENT)

Surname	Forename(s)	
Address	Post Code	
Email Address		
Date of Birth	Telephone Number(s)	
School/College		
Full title of course(s) and subjects enrolled on	Year of course 1 st / 2 nd / 3 rd	
	Length of course (Number of years)	
Have you been accepted?	Definitely / Provisionally	Is it a full time course? Yes / No
School/Educational Establishment last attended in 2016/2017		
Dates attended	From	To
Student's Signature _____	Date _____	

SECTION 2 PARENT/CARER DECLARATION

I hereby declare that:

- a) **The information given on this form is accurate and complete to the best of my knowledge and belief. I undertake to notify the Council immediately, in writing, of any changes to the above as a re-assessment of the claim will be required and this may affect outstanding transport costs payable by you (£380/£190 per academic year) that has been awarded. Please also return the bus pass within 7 days.**
- b) **In signing this declaration I agree that transport costs must be paid in full and deductions in costs will not be made.**
- c) **I am also agreeable to any investigation being made as to the accuracy of the information given including contacting the Department for Work & Pensions.**

Signature of Parent/Carer _____ Date _____

SECTION 3 (TO BE COMPLETED IN BLOCK CAPITAL LETTERS BY PARENT/CARER)

Surname		Forename(s)	Mr / Mrs / Miss / Ms (Delete as appropriate)
Address			
		Post Code	
Telephone Number(s)		National Insurance Number (Only if you are claiming in Section 4)	
Email Address			
Relationship to Pupil			

SECTION 4 - Means Testing Criteria for Discounted Post 16 Transport

1. Are you in receipt of Income Support or Income Based Job Seekers Allowance? A letter confirming you are on Job Seekers Allowance and the award notice from HM Revenue and Customs must be provided.
2. Are you receiving Child Tax Credit but **NOT** Working Tax Credit and your annual household income is less than £16,190 (subject to review)? A copy of the award notice from HM Revenue and Customs must be provided.
3. Are you receiving the guarantee element of State Pension Credit? Pension Credit M1000 Award Notice must be provided.
4. Are you receiving support under Part VI of the Immigration & Asylum Act 1999? Confirmation letter must be provided.
5. Are you receiving Support Income Related Employment and Support Allowance?

Check List for Section 4**Please tick below documents enclosed**

1	YES	
2	YES	
3	YES	
4	YES	
5	YES	

PLEASE NOTE THAT AN APPLICATION FORM MUST BE COMPLETED EVERY ACADEMIC YEAR TO QUALIFY FOR POST 16 CONCESSIONARY TRANSPORT.

This form must be completed and returned to Passenger Transport Unit, Monmouthshire County Council, PO Box 106, Caldicot, NP26 9AN or emailed to passengertransportunit@monmouthshire.gov.uk by 31st July 2017 if applying for 2017/2018 academic year.

The passport sized photograph can be emailed to passengertransportunitphotos@monmouthshire.gov.uk

POST 16 CONCESSIONARY TRANSPORT
FOR
STUDENTS RESIDING IN MONMOUTHSHIRE

The time has now come to decide what you are going to do next once you have finished your GCSEs or Vocational Studies.

Students **residing in Monmouthshire who are over the age of 16 and under 19 at the start of the academic year** are entitled to concessionary transport subject to the post 16 criteria as set out below. Assistance continues up to the end of the academic year during which the student has their 19th birthday.

- (i) The student resides in Monmouthshire.
- (ii) The student lives 2 miles or more from the educational establishment and
- (iii) Attends the nearest appropriate educational establishment.

Please Note: There is no longer a statutory transport provision for Post 16 students, therefore a Post 16 Application Form must be completed for all options outlined below every new academic year.

Forms can be downloaded from Monmouthshire Web Site at www.monmouthshire.gov.uk (search for School Transport) or obtained from your school/college or Monmouthshire's Community Hubs in Abergavenny, Caldicot, Chepstow and Monmouth.

If you are undecided or waiting for your exam results we would advise you to complete the application form and mark as provisional in the section provided. Once you have a definite place you must then notify the Passenger Transport Unit, in writing, when you have a place confirmed. Only then will your application go forward for transport assessment. Please confirm in writing to Passenger Transport Unit, Monmouthshire County Council, PO Box 106, Caldicot, NP26 9AN or emailed to passengertransportunit@monmouthshire.gov.uk. Please ensure you provide your name, address, date of birth, educational establishment you will be attending, the full title and length of the course(s) you will be studying and that you are definitely going to study the course or you have changed your course/educational establishment on your original application form.

Concessionary Post 16 Transport

Post 16 Transport option can only be offered as a concessionary seat on **existing home to school transport services**. The concessionary seat **will not be confirmed** until up to the **fourth week** of the start of the Autumn Term as Monmouthshire County Council has a statutory requirement to firstly allocate seats to pupils under 16 who meet the Home to School Transport Policy.

The cost is £380 per academic year or £190 per academic year (**this amount covers the cost until their study leave, if you wish to use the transport following this, there will be no extra cost**) if you are on income support/child tax credit (**not working tax credit**) with household earnings under £16,190 (subject to review). This can be paid in 10 monthly instalments by direct debit.

Details will be given once transport has been awarded, therefore **do not send a payment until you have received an invoice** from Monmouthshire County Council's Sundry Debtors Team for Post 16 Transport. On Receipt of your award letter, if you do not want to take up the offer of transport, you must notify the Passenger Transport Unit, in writing.

Means Testing Criteria for Discounted Post 16 Concessionary Transport

1. Are you in receipt of Income Support or Income Based Job Seeker's Allowance? A letter confirming you are on Job Seeker's Allowance and the award notice from HM Revenue and Customs must be provided.
2. Are you receiving Child Tax Credit but **NOT** Working Tax Credit and your annual household income is less than £16,190 (subject to review)? A copy of the award notice from HM Revenue and Customs must be provided.
3. Are you receiving the guarantee element of State Pension Credit? Pension Credit M1000 Award Notice must be provided.
4. Are you receiving support under Part VI of the Immigration & Asylum Act 1999? Confirmation letter must be provided.

You may be entitled to an **Educational Maintenance Allowance (EMA)**. Please contact your school/college or the Student Finance Wales website www.studentfinancewales.co.uk (search EMA) for further information.

St Albans RC High School

St Albans RC High School has agreed to pay £380 for students who wish to use **existing transport** to the school **as long as there is a spare seat on existing transport**. The confirmation letter from the Passenger Transport Unit should be taken to the school and the school will be invoiced directly.

NB: The Passenger Transport Unit must be informed in writing if you leave or change the school/college stated on the application form. Failure to adhere to this request will result in the Council taking legal action against the parent/carer who signed the application form where an invoice for transport is outstanding.