

**DATE RECEIVED:**

**CHILDREN'S SERVICES  
APPLICATION FOR ASSISTANCE WITH TRAVEL  
2010/2011 ACADEMIC YEAR**

**FORM COL/1**  
Fill in this form and return to:  
**ADMISSIONS & STUDENT SUPPORT,  
CUMBRIA COUNTY COUNCIL, 5 PORTLAND SQUARE,  
CARLISLE CA1 1PU.**

I wish to apply for assistance with travel between home and college to follow a full time course of at least 17 hours study per week.

Student's Full Name ----- Date of Birth -----

Home address -----  
----- Postcode: -----

Home Tel No -----

Have you applied for a Boarding Allowance through the College YES/NO

College ----- Course Title -----

Please tick box if you are attending any other establishment in order to complete your course, if so please state at which establishment.

Date from which transport is required -----

**METHOD OF TRAVEL – Please give details as accurately as possible, if known**

- \* By public service bus  Name of Operator -----  
 Home boarding point -----
- \* By British Rail  Home boarding point -----
- \* By private hire vehicle  Name of Operator -----
- \* By own car/motorcycle  Give details -----
- \* Lift with another student  Give details -----

**OFFICE USE ONLY**  
To be completed by  
Transport Operations  
Team

**ASSESSMENT  
OUTCOME**

  
  

**ROUTE NUMBER**

  
  

**DAILY TRAVEL  
APPROVED BY**

  
  

**DATE**

**In consideration of the approval of my application for free transport, in the event of any contract ticket, being no longer required before the date of its expiration, I will immediately return the ticket to the Authority, or, in the event of my failure to do so, will repay the Authority a sum equal to the value of the ticket or to the unexpired portion of it.**

Signature of Student ----- Date -----

***Please ensure that the Admissions Officer certifies the reverse of this form before it is returned to Admissions & Student Support. Failure to do so will result in a delay with your application for assistance with travel.***

**CHILDREN'S SERVICES**

**COLLEGE ACCEPTANCE FORM 2010/2011**

Please complete Part I and arrange for the college to certify Part II.

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PART I			
NAME	-----	DATE OF BIRTH	-----
ADDRESS	-----	COLLEGE TO BE	
	-----	ATTENDED IN 2010/2011	
	-----		-----
POSTCODE	-----		

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TO BE COMPLETED BY A MEMBER OF COLLEGE STAFF

PART II	
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I certify that the above named student has been given an **unconditional** place on the following full-time course (please note that a full-time course must be at least 17 hours per week. If there is any doubt by the Local Authority whether the course is at least 17 hours per week, the college will be asked to provide further information to confirm the full-time requirements of the student's chosen course).

COURSE TITLE: -----  
(Please be as specific as possible. If the course is either A Level or GCSE please list the subjects to be taken and at which level)

DURATION OF COURSE: -----

YEAR OF COURSE TO BE  
TAKEN IN 2010/2011:  
(i.e. 1<sup>st</sup> year or 2<sup>nd</sup> year) -----

**COLLEGE STAMP**



Signed -----  
Date: -----

When completed this form should be returned as soon as possible to:

**ADMISSIONS & STUDENT SUPPORT,  
CUMBRIA COUNTY COUNCIL  
5 PORTLAND SQUARE,  
CARLISLE  
CA1 1PU.**

## CHILDREN'S SERVICES

### ASSISTANCE WITH TRAVELLING EXPENSES 2010/2011 SESSION

Students under the age of 19 on 1 September 2010 qualify for travel assistance where the distance by the most direct route between home and the nearest college offering the course exceeds three miles and the course to be followed is a full time course of at least 17 study hours per week. Students continuing into Year 2 who are now over 19 but were under 19 on 1 September 2009 will remain eligible for travel assistance. **Any claim for reimbursement will only be backdated to the date the completed COL/1 form is received by the Student Support Services Unit.** Late confirmation of a place at the college will not affect this position. Assistance is available under the scheme currently operated by the Authority for the following types of travel:

#### (A) DAILY TRAVEL

For most public service routes the Authority has negotiated a special rate with Stagecoach North West for student travel. The details of the routes involved are shown on Appendix 1 attached. Where students live within a convenient and reasonable distance from these routes the only assistance available is a bus ticket. In no circumstances will any other assistance be paid.

If students have not received a bus pass for the beginning of the College year they should apply to Student Services at the College for a temporary pass on these routes. This will allow for free travel for the period up to the October half term. The Authority will not reimburse fares prior to receipt of a ticket on these routes, as it is your responsibility to ensure a temporary pass is obtained.

For all other routes the transport will be limited to the cheapest option to the Authority of either:

- (a) Existing private hire;
- (b) Public service bus; or
- (c) Train service

Where no transport is available a mileage allowance is paid. Additional funding was available for the 2009/2010 session to allow an enhanced rate of 19p per mile for the use of a car (up to £7.50 a day) and 8p per mile for use of a motorcycle (up to £3 a day). Please note: these rates applied for the 09/10 session and if the additional funding is no longer available, support may revert to 7p and 3p respectively for 2010/2011. Where students live within a reasonable distance, but over one mile, from a route shown on Appendix 1, the mileage allowance will only be paid for the journey from home to the most convenient boarding point for the public service bus.

The mileage allowance is based on the distance of one return journey each College day. Where students share travel the mileage allowance will be paid only to the driver of the vehicle. Special private hire transport can only be provided if the full cost can be met by the mileage allowances that would be payable to the students involved. Forms to claim reimbursement for the mileage allowance will be sent to students on receipt of the application form COL/1 by Transport & Spatial Planning Unit.

#### (B) PLACEMENT TRAVEL

Assistance is available where students travel to 'placements' in order to gain work experience provided such visits are a requirement of the course and the distance from home to the placement is in excess of three miles by the most direct route.

Assistance will be either –

- (1) Bus or rail fares. Full use must be made of concessionary fare schemes (e.g. bus 'rover' tickets where cost is less than individual bus fares for any week)

- (2) The mileage allowance of 19p per mile for the use of a car or 8p per mile for the use of a motorcycle (see A above for details).

Special private hire transport cannot be claimed (e.g. if a student uses a taxi the allowance of 19p per mile may be claimed up to £7.50 a day based on one return journey each College day).

Students wishing to apply for assistance with 'placement' travelling expenses should obtain the appropriate form T1/P from the Transport Operations Team

**ALL STUDENTS PLEASE NOTE:**

- 1 ALL CLAIMS FOR REIMBURSEMENT OF TRAVEL EXPENSES WILL NOT BE DEALT WITH UNTIL THE END OF EACH TERM;**

And

- 2 IF STUDENTS TERMINATE THEIR STUDIES FOR ANY REASON, OR CHANGE THEIR MODE OF TRANSPORT, THEY MUST ENSURE THE COLLEGE AND TRANSPORT OPERATIONS TEAM ARE NOTIFIED. ANY CONTRACT TICKET THEY HAVE BEEN ISSUED WITH SHOULD BE RETURNED IMMEDIATELY TO THE TRANSPORT OPERATIONS TEAM, 18 PORTLAND SQUARE, CARLISLE CA1 1PE. STUDENTS MAY BE CHARGED FOR THE UNEXPIRED PORTION OF THE CONTRACT TICKET IF ANY UNDUE DELAY OCCURS BETWEEN THE TIME OF TERMINATION OF STUDIES AND THE SURRENDER OF THE TICKET.**