

OFFICE USE ONLY

Student Reference No: \_\_\_\_\_

Acknowledged on: / /

Initials \_\_\_\_\_

# Application for post-16 travel award

(For eligibility criteria, see page 4)

This form should be completed in block capitals and returned to the Pupil and Student Finance Section, Education, Children's and Cultural Services, Civic Centre, 44 York Street, Twickenham, TW1 3BZ as soon as

## Section A

Student's surname  Forenames

Mr  Miss  Mrs  Ms

Date of birth

School/College

Course of study

Expected end date

Home telephone number

### 1. Name of natural or legally adopted parents

a) Name

a) Name

b) Address

b) Address

c) Relationship to applicant

c) Relationship to applicant

### 2. Name of natural or legally adopted parent to whom any travel allowance will be paid

a) Name

b) Address

c) Relationship to applicant

d) Profession/Occupation

### 3. Are you receiving:

a) Income Support/Jobseekers Allowance (income-based) Yes  No

b) Child Tax Credit, but not also receiving Working Tax Credit, and with an annual taxable income of less than £16,190 Yes  No

c) Employment and Support Allowance (Income based) Yes  No

d) Financial support from the National Asylum Support Service (NASS) or the Council's Asylum and resettlement Team? Yes  No

e) Working Tax Credit (WTC)? Yes  No

Please submit evidence of this, ie a photocopy of the front cover of your book AND the page with 'Income Support' typed on it OR a DWP entitlement letter stating Job Seeker's Allowance (income-based) or a copy of your next Giro OR Tax Credit Award notice (TC602) OR a letter from NASS or the Council's Asylum and Resettlement Team.

## Section B

**Travel route** – Please complete where applicable

Date travel award is required

BUS: Boarding point

Alighting point

RAIL: Boarding point

Alighting point

Exchange point

To receive the grant payments into your bank account, please provide the following details:

Name of account holder(s)

Sort code

Account number

Building society roll number (if applicable)

**PLEASE NOTE:** IT IS A CONDITION OF THE TRAVEL AWARD THAT THE PUPIL AND STUDENT FINANCE SECTION SHOULD BE INFORMED IMMEDIATELY IF THE STUDENT LEAVES SCHOOL OR COLLEGE OR MOVES TO ANOTHER ADDRESS.

## Section C

**Declaration and undertaking to be signed by both parents, where applicable.**

I/We hereby declare that the statements made in this form are, to the best of my/our knowledge and belief, correct in every respect. I/We understand that any false statements made on this form or any relevant information withheld may make the award application void and render me/us liable to legal proceedings.

I/We undertake to inform the Director of Education, Children's and Cultural Services in writing of any alteration of particulars given and to supply any additional information or documentary evidence that the Director of Education, Children's and Cultural Services may request.

I/We undertake with the Council that in the event of withdrawal of the student from the course or his/her failure for any reason to attend the whole or any part of the course, or in the event of any overpayment of grant for whatever reason the whole or such portion of the grant as the Council may determine will be repaid by me/us if not recovered from the student.

Signature of father

Signature of mother

Signature of student

Date

## Section D

**Please state any exceptional circumstances, if appropriate**

# Eligibility criteria

## London Borough of Richmond upon Thames residents are eligible for travel awards if:

- they are aged 16 or over **and** under 19 at the start of the academic year in which the course begins; **and**
- they are attending on a full-time basis **either** Richmond Adult Community College, Richmond upon Thames College **or** the further education college nearest to home that offers the chosen course (allowance will be made for preference for a college that suits the needs of students with disabilities or learning difficulties and the needs of those of particular religions or denominations) **or** continuing state-maintained religious or denominational school sixth form; **and**
- the walking distance from home to school/college, measured by the shortest route by road and publicly-maintained footpaths, is more than three miles; or they have disabilities or learning difficulties (see below); **and**
- they or their family receive(s) one of the following benefits: Income Support **or** Jobseeker's Allowance (Income-based) / Employment and Support Allowance (Income based) **or** Child Tax Credit, but not Working Tax Credit and has an annual taxable income of less than £16,190 **or** financial support from the National Asylum Support Service (NASS) or the Council's Asylum and Resettlement Team **or** Working Tax Credit; **and**
- the school / college attended is not accessible within a timetabled journey of less than one hour by buses on which the Transport for London free travel concession for under- 18 year olds applies throughout the entirety of the bus journey(s).

You should note that, where appropriate, **students with disabilities or learning difficulties** will be funded up to the age of 21, and sympathetic consideration will be given to continuation of that funding up to the age of 25.

## Discretion and appeals

The Authority has the discretion to provide financial assistance for travel to 16-19 year olds in schools/colleges in exceptional circumstances, which may be social, medical, financial, or other, but which fall outside the eligibility criteria of the policy. Circumstances which could fall within this category include:

- sudden financial downturn;
- living in, or having been in, public care;
- being known to the London Borough of Richmond upon Thames Youth Offending Team;
- relocation due to domestic violence; and
- change of school/college following exclusion; or
- any of these, or other significantly disadvantageous circumstances for students aged 19-25.

However, this list is not exhaustive. If you feel that you have any such, or other exceptional circumstances, you should provide full details on your application form and provide any relevant documents that can support your case.

Applications that outline exceptional circumstances will be considered on their own merits by a senior officer of the Authority. Successful applicants at this stage will be awarded grants at values to be determined by the senior officer. Applicants who are refused at this stage will be given the right of appeal to the Pupil and Student Support Appeals Panel (see below).

Applicants who do not meet the policy criteria, and whose circumstances are not deemed to justify the awarding of support at the 'discretion' stage (above), have the right to appeal against the Authority's refusal of assistance with home to school travel costs. Unsuccessful applicants will automatically be notified of the appeal procedure. Appeals are heard on a quarterly basis by the Council's Pupil and Student Support Appeals Panel, which is made up of four elected councillors and one parent-governor representative, and are treated on their own merits. Applicants who are successful at the appeal stage will be awarded grants at values to be determined by the Appeals Panel.

## Personal Information Policy

The Council respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and other information about you available to the Council (your information).

Unless you are told otherwise, the Council will use your information to:

- deal with your requests and administer its departmental functions
- meet its statutory obligations
- prevent and detect fraud
- conduct surveys and research

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the Council (including the elected members), central government departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf.

The Council may also use and disclose information that does not identify individuals for research and strategic development purposes.

**Data Protection Act 1998** • The information that you give on this form will be used for the purposes of processing your child's entitlement to home to school travel assistance. As a local authority, we are obliged to protect public funds and we may therefore use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same reason, with other agencies which handle public funds.

If you would like a copy of this form in Braille, large print, on audio tape, or in a community language, please contact us on 020 8891 7500; Minicom number: 020 8891 7539.

### Translation advice

If you have difficulty understanding this form please visit the Education Reception at Civic Centre, 44 York Street, Twickenham, TW1 3BZ, where we can arrange a telephone interpreting service.

Albanian	Nese keni veshtersi per te kuptuar kete botim, ju lutemi ejani ne recepcionin ne adresen e shenuar me poshte ku ne mund te organizojme perkthime nepermjet telefonit.
Arabic	إذا كانت لديك صعوبة في فهم هذا المنشور، فنرجو زيارة الاستقبال في العنوان المعطى أدناه حيث بإمكاننا أن نرتب لخدمة ترجمة شفوية هاتفية.
Bengali	এই প্রকাশনার অর্থ বুঝতে পারায় যদি আপনার কোন সমস্যা হয়, নিচে দেওয়া ঠিকানায় রিসেপশন-এ চলে আসুন যেখানে আমরা আপনাকে টেলিফোনে দোভাষীর সেবা প্রদানের ব্যবস্থা করতে পারবো।
Farsi	اگر در فهمیدن این نشریه مشکلی دارید لطفاً به میز پذیرش در آدرس قید شده در زیر مراجعه نمایید تا ترتیب ترجمه تلفنی برایتان فراهم آورده شود:
Gujarati	જો તમને આ પુસ્તિકાની વિગતો સમજવામાં મુશ્કેલી પડતી હોય તો, કૃપયા નીચે જણાવેલ સ્થળના રિસેપ્શન પર આવો, જ્યાં અમે ટેલિફોન પર ગુજરાતીમાં ઇન્ટરપ્રિટીંગ સેવાની ગોઠવણ કરી આપીશું.
Punjabi	ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਨੂੰ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਲ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਪਤੇ ਉੱਪਰ ਰਿਸੈਪਸ਼ਨ 'ਤੇ ਆਓ ਜਿੱਥੇ ਅਸੀਂ ਟੈਲੀਫੋਨ ਤੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਇੰਟਰਪ੍ਰਿਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।
Urdu	اگر آپ کو اس اشاعت کو سمجھنے میں کوئی مشکل ہے تو، براہ کرم نیچے دیئے ہوئے ایڈریس کے استقبال پر جا کر ملیئے، جہاں ہم آپ کیلئے ٹیلیفون انٹریپریٹنگ سروس (ٹیلیفون پر ترجمانی کی سروس) کا انتظام کر سکتے ہیں۔

Education, Children's and Cultural Services,  
Civic Centre, 44 York Street, Twickenham, TW1 3BZ .  
Phone: 020 8891 7587 Fax: 020 8891 7714

