

# Your Guide to Travel & Financial Assistance 2010-2011

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Termly Travel Pass  
issue dates:

Autumn 1 Sep - 24 Sep 10

Spring 7 - 17 Dec 10  
± 4 - 14 Jan 11

Summer 28 Mar - 8 Apr 11  
± 26 Apr - 6 May 11



*South Downs College*

**AVAILABLE IN  
OTHER FORMATS**

This booklet has been created in response to Parent/Carer and Student's requests for more information. Please keep it in a safe place as you may need to refer to it during your time at College.

## TRAVEL PASSES

Please order your travel pass/es in good time.

### Travel pass applications received before 30 June

- passes will be available for collection at your course confirmation day in September.

### Applications received after 30 June

- your application will be processed in the normal way but may result in a delay. You **will** therefore need to pay for your travel to and from College until your pass/es arrive. Please be aware that in September and October the number of application forms received is incredibly high and there may be a significant delay when processing these. During this period, passes can take up to 6 weeks to arrive and any travelling expenses incurred by you cannot be reimbursed.

### Applications received after 20 September

- your travel pass will not be valid until 1 November (after the Autumn half-term)

- please do not delay returning the application form for travel even if you do not have an up-to-date proof of benefit for your Access Award. You can always supply this at a later date or bring it along when you collect your bus pass etc.

## PHOTOCARDS

You will need to provide passport photographs, no hats/baseball caps, but you can smile. Depending on where you live you may need up to 3 photos. Please bring photos with you when you collect your bus pass.

### Do not send photos with the application form.

- you will need to apply for your travel pass/es every year – even if you are on a two year course – tickets will not be ordered automatically for September 2011.
- all pass/es must be returned if you leave College early

## REPLACEMENT/AMENDMENTS TO TRAVEL PASSES

- travel passes are ordered from the travel companies on a weekly basis and can take up to 7 working days to arrive. This timescale cannot be met during the months of September and October
- you will not be informed when your pass is ready for collection, so please check regularly with Student Services
- you should collect your pass/es in person within 15 days from the date of ordering
- failure to collect will result in pass/es being returned to the travel company and an administration fee being charged
- if you wish to transfer bus companies or cancel your pass/es please complete a 'change of travel' form as soon as possible or before each half term to avoid administration fees

- failure to collect your bus pass will result in an administration fee of up to £10.00 (depending on the Company) being charged to you

## WHAT IF

- **I lose my pass?** Lost passes **must** be replaced through Student Services. The administration fees for replacements vary between companies and you will be advised of the relevant cost on application. Please note that you can only have one replacement pass in the academic year
- **I change my name or address?** Please see Student Services and complete a changes form. A new pass will be ordered if necessary (you will also need to advise your faculty)
- **My pass gets wet/damaged?** Please see Student Services as soon as possible
- **I leave before my course end date?** You will follow the normal Early Leavers procedure; part of which requires all travel passes to be returned

- all students must collect their pass/es in person

## STAGECOACH TRAVEL PASSES

Area you live in	Bus Pass that will be ordered for you unless you opt for an upgrade
Havant, West Leigh, Leigh Park as far as South Downs College	Havant Megarider
Clanfield, Horndean, Lovedean, Cowplain, Waterlooville & Purbrook as far as South Downs College	Waterlooville Megarider **
Hayling Island, Portsmouth and Emsworth as far as Emsworth Square	Megarider Plus - <b>this pass can also be used in the above areas</b>
Petersfield, Liss, Bordon, and any other area in Hampshire, Surrey, Sussex, Wiltshire, Berkshire and Kent	Megarider Gold - <b>this pass can also be used in the above areas</b>

All Stagecoach tickets **include weekend use**.

**Stagecoach users please note you can upgrade your ticket to include other areas, please contact Student Services on 023 9279 7921/94 for costs etc.**

### All bus passes can be used at half term.

The College reserve the right to order the most economical ticket/s using the most appropriate route.

\*\* Please note that students who live in the Clanfield, Horndean, Lovedean, Cowplain, Waterlooville & Purbrook area can now choose between a Stagecoach Waterlooville Megarider bus pass and a First Bus zone 4 pass. Please indicate which ticket you would prefer when completing the Travel Application form.

Terms and conditions apply.

- Please note that the issuing of a bus pass does not guarantee a seat. All buses are licensed to carry a certain number of seated passengers as well as standing passengers.
- You are expected to behave in a manner that will not cause offence to other students or members of the public, whilst taking due care and attention when getting on and off buses and to have due consideration for the safety of others.

## FIRST BUS TRAVEL PASSES

Area you live in	Bus Pass that will be ordered for you unless you opt for an upgrade
Cosham, Crookhorn, Clanfield, Denmead, Hambledon, Horndean, Lovedean, Purbrook, Cowplain & Waterlooville	Zone 4 (no weekend use) **
Portsmouth, Southsea, Gosport, Fareham, Warsash, Locks Heath, Hedge End, Southampton (except X57 motorway services), Bitterne, The Bargate, Titchfield, Highlands, Wickham, Southwick, Portchester, Portsdown & Paulsgrove	5 day all zones (no weekend use) - <b>this pass can also be used in Zone 4 areas</b>

- zone 4 passes can be upgraded to an all zones 5 day pass at an **extra cost** of £27 per term or to include all zones & weekends at an **extra cost** of £53.00\* per term (\*may be subject to change)
- 5 day all zones college travel pass to include weekend use at an **extra cost** of £26.00\* per term (\*may be subject to change)

**7 day all zones** all areas including weekend use.

### Annual Tickets

You can now purchase a **First Bus pass for the full academic year**, which is valid from 13 Sep 10 – 14 Jul 11 inclusive – giving an extra 4 weeks of travel not included on the termly passes, i.e. the Christmas and Easter holidays at no added cost. Please see prices below and indicate on page 1 of the application form if you would like an annual or termly pass. Full payment needs to be made prior to collection.

<b>Zone 4</b>	annual ticket	£180.00
<b>Zone 4 to 7 day</b>	annual ticket	£335.00
<b>5 day all zones</b>	annual ticket	£195.00
<b>7 day all zones</b>	annual ticket	£270.00

<b>Termly ticket dates:</b>	<b>Autumn</b>	13 Sep 10 – 17 Dec 10
	<b>Spring</b>	4 Jan 11 – 8 Apr 11
	<b>Summer</b>	26 Apr 11 – 14 Jul 11

The College reserve the right to order the most economical ticket/s using the most appropriate route.

\*\* please see page 4.

## Examples of TERMLY travel costs

Please see below examples of **termly** travel costs for areas that require two forms of transport, i.e. train/ferry etc (all prices subject to change).

SWT Liphook to Petersfield bus pass	£249.30 <u>£152.00</u> £401.30	SWT Southampton to Cosham bus pass	£475.50 <u>£95.00</u> £570.50
less College contribution balance to be paid	<u>-£100.00</u> £301.30	less College contribution balance to be paid	<u>-£100.00</u> £470.50

Gosport Ferry bus pass	£123.50 <u>£95.00</u> £218.50	Bishops Waltham to Fareham bus pass	£152.00 <u>£95.00</u> £247.00
less College contribution balance to be paid	<u>-£100.00</u> £118.50	less College contribution balance to be paid	<u>-£100.00</u> £147.00

**please note** the College's maximum contribution is £100.00

- travel passes are ordered at half term for the following term

## MAIN ISSUE DATES:

- **Autumn** Wed 1 Sep – Fri 24 Sep 10
- **Spring** Tue 7 – Fri 17 Dec 10 (closing at 12.00 noon on Fri 17) & 4 – 14 Jan 11
- **Summer** Mon 28 Mar – Fri 8 Apr 2011 & 26 Apr – 6 May 2011

In all cases, information about the issue/collection of travel passes can be found in the Student Handbook & Diary and **[www.southdowns.ac.uk](http://www.southdowns.ac.uk)**

- your original application form orders all three terms' passes

## SPECIALIST TRANSPORT

If you require specialist transport please contact South Downs College on **023 9279 7918**.

## TRAVEL PASS MISUSE PROCEDURE FOR STUDENTS

### If you have used your travel pass:

- out of date
- out of area/zone
- at weekends when not permitted

### The following procedure will take place:

#### Student Services will:

- issue you with a verbal warning
- confiscate your travel pass for a minimum of 5 College days (the bus company may have already done this)
- inform your Tutor
- inform your Parent/Carer by letter, providing details of the consequences should the pass be misused a second time

### If you misuse your travel pass for a second time, the following procedure will take place:

#### Student Services will:

- confiscate your travel pass (the bus company may have already done this)
- inform your Tutor
- inform your Parent/Carer by letter, offering the option to re-apply for a full cost bus pass

Persistent misuse of the travel pass may result in you being removed from the South Downs College travel scheme permanently.

### If you behave badly or cause criminal damage the following procedure will need to be adhered to depending on the actual circumstances:

- your travel pass will be confiscated by Student Services (the bus company may have already done this) while the incident is investigated
- inform your Tutor
- you, with an advocate or Parent/Carer support, will be invited to a meeting to discuss the outcome of the incident after a full investigation
- your Parent/Carer will be informed by letter the results of the investigation, which may result in you being removed from the College travel scheme permanently

- once your travel pass has been collected the parental contribution cannot be refunded.
- it is possible to join the travel scheme throughout the College year (with the exception of the final half term, June/July). Please see Student Services.

## SOUTH DOWNS COLLEGE ACCESS AWARDS

You are eligible for a South Downs College Access Award provided that you:

- are attending a full time course (other than HND) at South Downs College in 2010-11
- are over 16 but under 19 years of age on 1 September 2010 and are living with your Parent(s)/Carer(s) who are in receipt of at least one of the benefits listed below

**or**

- are aged over 19 years of age on 1 September 2010 and are in receipt of at least one of the benefits listed below or are an unwaged dependent of someone who is in receipt of such a benefit.
  - Jobseekers Allowance (where there is an income-based payment, not solely a National Insurance credit)
  - Income Support
  - Working Tax Credit
  - Pension Credit (Guarantee Credit)
  - Housing Benefit
  - Council Tax Benefit (other than 25% reduction for single occupancy)
  - Employment & Support Allowance
- are living independently and are in receipt of Income Support or Housing Benefit on the grounds that you are permanently estranged from your Parent(s)/Carers(s)
- are in care and receiving a payment from Social Services
- are not an independent overseas student, paying tuition fees

You may still be eligible for financial assistance, even if you do not meet this criteria, please ring Student Services on **023 9279 7969** and ask for an application for financial support from the Learner Support Fund (see page 10).

## WHAT THE ACCESS AWARD CAN DO FOR YOU...

- Contribute towards the costs of uniform, protective/safety clothing, required by certain courses, such as Catering, Hair & Beauty and Motor Vehicle Studies.
- Financial support for the cost of any course-related compulsory educational residentials and visits (minus a small deduction of £7 per day for food), which take place during the first half-term (17 September – 22 October 2010). **Students will be expected to pay for any educational residentials and visits organised to take place after 1 November 2010 for the remainder of the academic year.**
- Postpone payment of the £25.00 College deposit until 22 October 2010. This deposit is refundable on the completion of your course, provided all College books, equipment and your travel pass have been returned and all your assessments/examinations have been taken.
- Pay assessment and examination entry fees for courses taken at South Downs College.
- Pay your travel expenses to Higher Education interviews or auditions for Dance or Drama courses, **provided prior approval** has been obtained from Student Services.
- Refund fees (eg UCAS) paid by students for Higher Education applications.



## CHILDCARE

If you are a young parent (under 20) and want to start or continue in learning, you could be eligible for help with your childcare costs through the 'Care to Learn' scheme. Please see the website for more information [www.direct.gov.uk/caretolearn](http://www.direct.gov.uk/caretolearn)



'Free Childcare for Training and Learning for Work' is a Government scheme to support adults (aged 20 and over) by paying for childcare and travel costs while they are undertaking learning leading to work. This scheme is aimed at families who have a household income of £20K or under and where one partner is in work and the other partner is looking to enter learning. Please see the website for more information [www.direct.gov.uk/freechildcareforlearning](http://www.direct.gov.uk/freechildcareforlearning)

If you do not meet the criteria of the above Government scheme (aged 20+), it may still be possible to receive help with your childcare costs if you are in receipt of an income based benefit. Please telephone Student Services on **023 9279 4606** for more information.

## LEARNING SUPPORT FUND

The Learning Support Fund (LSF) is designed to support the costs of studying, for example examination fees, books and equipment. Travel costs are not part of the scheme, although in some cases you may be able to apply directly to your Local Authority for financial help with travel passes.

The LSF provides financial support for learners in exceptional and severe financial difficulties. It is specifically designed to respond to hardship needs, particularly those that arise through sudden changes in circumstances.

If you wish to apply, you will need to complete an application form giving details of your current income. This form will then be assessed, taking into account the availability of other strands of financial support for learners. The LSF is disbursed under strict eligibility criteria in line with the Learning Skills Council guidance and requirements. To request a form or to obtain further information, please contact Student Services on **023 9279 7969**.

## EDUCATION MAINTENANCE ALLOWANCE

If you are aged between 16-18 you may be eligible to apply for an Education Maintenance Allowance (EMA).

EMA is a weekly payment of £10, £20 or £30 which is paid, during term time, directly into your bank account. The weekly payment is based on 100% attendance whilst maintaining a good standard of effort and behaviour during your course.

EMA will help towards the cost of travel, books and equipment to enable continuation of learning. EMA means fewer money worries leaving you to concentrate on your studies.

Should an EMA payment be withdrawn for any reason individuals have the right to appeal.

To qualify for EMA, the Parental/Carer's income must be less than £30,810 for the previous tax year (2009/10). The good news is, if you have a part-time job, any money you earn will not be included in the overall household income. EMA does not affect any other benefits that your household may receive.

Application forms should be available from your school, but if not please contact EMA directly on their helpline **0800 121 8989** or their website **[www.direct.gov.uk/ema](http://www.direct.gov.uk/ema)**



## ADULT LEARNING GRANT

If you are aged 19 or over you may be eligible to apply for an Adult Learning Grant (ALG).

ALG is a weekly payment of £10, £20 or £30 which is paid, during term time, directly into your bank account. The weekly payment is based on 100% attendance whilst maintaining a good standard of effort and behaviour during your course.

Full-time students aged 19+ may be entitled to an Adult Learning Grant, which is aimed at helping students who are taking their first full Level 2 or first full Level 3 course.

- examples of a Level 2 course are; NVQ2, BTEC First Diploma, the new Higher Diploma
- examples of a Level 3 course are; BTEC National Certificate/ Diploma, NVQ3, A levels, Access to Higher Education, Advanced Diploma

If a student is receiving Job Seekers Allowance, Income Support or Incapacity Benefit they will not be entitled to apply for ALG.

Should an ALG payment be withdrawn for any reason individuals have the right to appeal.

Please contact ALG directly on their helpline **0800 121 8989**, or their website **[www.direct.gov.uk/alg](http://www.direct.gov.uk/alg)** to apply for the grant. The College does hold some application forms; please telephone on **023 9279 4607** for further information.



## PAYING IN SLIP – TRAVEL SCHEME

If you wish to pay for your son/daughter's travel pass by card, please complete the form on page 15

### CHECK LIST

Please use the list below to ensure you have included/completed all that is necessary for applying for your travel pass or access award.

Has the Travel Award Application form been signed by **both**:

Student

Parent/Carer

Have you sent back to South Downs College:

Completed and signed Travel/Access Award Application form (if applicable)

Completed and signed payment slip (if applicable)

Cheque made payable to South Downs College (if applicable)

Proof of benefit (if applicable)

Stamped addressed envelope if receipt is required

### NOTES

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## INFORMATION FOR PARENTS/CARERS

### College dates for 2010-11

Please try wherever possible to avoid booking holidays during term-time as this may affect the student's success on the course and prospective employers often ask for reports on attendance when they send reference requests.

#### GCSE Results Day:

Week commencing 23rd August 2010

#### Course Confirmation:

1st September 2010 – 7th September 2010

Your son/daughter will receive a letter in July 2010 inviting them to come along to College between these dates with their results to confirm their place.

#### Welcome Days:

13th September 2010 – 16th September 2010

Your son/daughter will be invited in on one of these days to meet his/her new Tutor, to receive their timetable for the coming year and to enrol on any Enrichment courses that fit in with their timetable. Your son/daughter will also be able to collect their bus passes on this day.

#### Term Dates:

<b>Autumn Term 2010</b>	17 September 2010 – 17 December 2010
<b>Half term</b>	25 October 2010 – 29 October 2010
<b>Spring Term 2011</b>	4 January 2011 – 8 April 2011
<b>Half term</b>	21 February 2011 – 25 February 2011
<b>Summer Term 2011</b>	26 April 2011 – 14 July 2011
<b>May Day</b>	2 May 2011
<b>Half term</b>	30 May 2011 – 3 June 2011

In response to queries from our Customers, we would like to make you aware that the College has members of staff who can be called on to assist with learners whose first language is not English or where you would like a BSL Communicator.





**The South Downs College is committed to increasing participation in, and broadening access to, lifelong education for the benefit of individual students and the community. The pursuit of excellence and parity of esteem between all types of provision are fundamental values. The College will provide a high-quality service that aims to fulfil the personal aspirations of all its learners.**



*South Downs College*

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**Principal:** Michael Oakes MA (Cantab.)

*“an outstanding college” Ofsted Inspection*



The South Downs College has charitable status for the provision of Education and Training



INVESTOR IN PEOPLE