

Alton Student Travel and Support Application 2023-2024

Section 1 – Student Details	
Please complete this form fully. If any information is missing, we will not be able to process this application.	
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 2023:
Student Email Address:	
Parent/Carer Email Address:	
Name of the course you are studying at Alton Campus:	

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 select 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 April 2023 stating that you currently receive this benefit
Jobseekers Allowance (Income based)		All pages of your notification dated from 1 April 2023 – 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 April 2023 – please do not send one page. We must see all the pages. We cannot accept 'contribution' based ESA.
Pension Credit (Guarantee element)		All pages of your State Pension Credit (Guarantee element) issued by the Pension Service, dated from 1 April 2023.
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 2023 – April 2024 showing that you receive Working Tax Credit – not just Child Tax Credit. Alternatively, all pages of your Annual Review for 2023 (if it provides payments for 2023/2024) plus a bank statement (from July 2023 onwards) showing a payment of Working Tax going in.
Council Tax Support (other than single occupancy)		Letter or annual bill dated from April 2023.
Housing Benefit		Local Council letter dated April 2023 – March 2024.
Universal Credit (other than the 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 statement (by clicking on the relevant month under the payment section) – the statement will show how your Universal Credit payment was calculated, showing name/address, housing element/children/employer earnings/ deductions (as applicable). The total household income must not exceed £28,000 per annum (this amount must include any Universal Credit payments, wages & benefits received).

For Office Use Only

Fund: Approved / Pending Evidence / Pending Other / Rejected

Date Received:

Travel: Stagecoach Gold / Train: From.....

FSM: Approved FSM / Pending FSM / NE

E1(Y) / E2(Q) / E3(N)

Section 3 – Stagecoach Bus Pass Application

You may choose **either** a Stagecoach bus pass **or** a train pass (you cannot choose more than one travel option)

The college will purchase a Stagecoach Gold StudentRider bus pass for all eligible students who live further than 0.5 miles from the Alton campus. **There will be no cost to you once you have provided evidence of an eligible benefit.** The Gold StudentRider costs the college £800 per student, so please look after the pass. The bus pass will enable you to travel from home to the Alton Campus; these passes are annual (1st Sep – 31st Aug) and can also be used in the evenings, at weekends, and during the holidays on all Stagecoach services within Hampshire, Surrey, West Sussex and services extending into West Berkshire, Wiltshire and Brighton. **Bus passes must always be used with your Student ID card.**

Once the travel application has been approved and the student has officially enrolled on their course (late August onwards), the Student Travel & Support Office will email the student with the full details of how to obtain the student bus pass. Look out for this email from near the end of August, it will contain a unique discount code you will need to be able to order the bus pass.

Type of bus pass: Bus passes can be downloaded on the student’s phone via Stagecoach’s app. Students will need to scan the pass on their phone each time they use the bus. All passes must be used with the student’s College ID card (which will be provided on enrolment days for new students). In some circumstances it may be possible for the student to have a plastic ticket, which can be requested from Stagecoach at the time of ordering the pass.

Tick this box if you would like to request a Stagecoach Gold StudentRider bus pass

Section 4 – Train Application

(Only for students who have not selected a bus pass)

South Western Railway (SWR) are offering full time HSDC students studying at the Alton campus discounted train passes for the stations listed below to Alton Station. Passes are valid between the named stations, 7 days a week, within the dates specified on the ticket. Please complete this section if you receive an income based benefit and you require a train pass.

Once the evidence of an eligible benefit has been accepted by the Student Travel & Support Office, the final price that you will need to pay for each termly pass is shown in the table below*. 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.

* Prices are accurate to the best of our knowledge but may be subject to change in some circumstances.

If you are a new student, please bring a passport sized photo when you collect your train pass; this photo is required for your Student SWR 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 your nearest train station.

Travelling between Alton and:	Term 1 Cost (4 Sep – 15 Dec)	Term 2 Cost (2 Jan – 28 Mar)	Term 3 Cost (15 Apr – 28 Jun)	Please indicate which station you would like:
Aldershot	£40.80	£0.00	<i>South Western Railway are currently unable to advise the college of the Term 3 train pass costs, as prices will depend on inflation. However, we do not expect the prices to significantly increase from those in Term 2.</i>	<input type="checkbox"/>
Ash	£99.40	£45.55		<input type="checkbox"/>
Ash Vale	£99.40	£45.55		<input type="checkbox"/>
Bagshot	£287.30	£205.85		<input type="checkbox"/>
Bentley	£0.00	£0.00		<input type="checkbox"/>
Bookham	£626.05	£494.80		<input type="checkbox"/>
Bracknell	£356.25	£264.65		<input type="checkbox"/>
Brookwood	£192.45	£124.95		<input type="checkbox"/>
Camberley	£208.90	£138.90		<input type="checkbox"/>
Farnborough	£155.40	£93.30		<input type="checkbox"/>
Farnham	£0.00	£0.00		<input type="checkbox"/>
Fleet	£324.40	£237.45		<input type="checkbox"/>
Frimley	£162.30	£99.20		<input type="checkbox"/>
Guildford	£353.70	£262.40		<input type="checkbox"/>
Wanborough	£140.65	£80.85	<input type="checkbox"/>	
Woking	£555.40	£434.45	<input type="checkbox"/>	

If you have selected a bus or 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 £4.50 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 2023. 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 must see the correct benefit. Alternatively, you may find it easier and quicker to apply online using the link below as this method has access to your details. Please search for the college as "HSDC Alton". The Council will email the College if you are eligible. **Link to apply for FSM online:** <https://www.cloudforedu.org.uk/ofsm/fe-apply/>

If you are not applying for FSM online (using the link above), 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 2023 stating you currently receive this benefit.
Job Seekers Allowance (Income Based)		All pages of your notification dated from 1 st April 2023.
Employment & Support Allowance (Income Related)		All pages of your notification dated from 1 st April 2023.
Pension Credit (Guarantee Element)		All pages of your State Pension Credit (guarantee element), issued by the Pension Service, dated from 1 st April 2023.
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 2023 to April 2024 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 2023 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 Universal Credit <u>in their own name</u> because they are financially supporting themselves (or 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 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 completed form and your proof of benefit (if you currently have it) to:

HSDC, Student Travel and Support, Alton Campus, Alton, Hampshire GU34 2LX.

To ensure that your bus or train pass is available for issue/collection at the start of the Autumn Term 2023, please return this completed form by 7th Aug 2023, even if you do not have 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. Receipts can be given to the Student Travel & Support Office in September, after full time lessons have commenced.
- If any cost is due towards a 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.
- For lost travel passes, please speak to a Student Travel & Support Adviser.
- Uncollected train passes will incur a £10 admin fee which is charged by the transport company.
- 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 as these 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@hsvc.ac.uk

Student Travel & Support

If you would like any further information, please phone 01420 592229

email travelandsupport@alton.hsvc.ac.uk or visit our website at www.hsvc.ac.uk

Parent/Carer Agreement:

Student Agreement:

Name:

Parent Signature: **Student Signature:**

Date: **Date:**