

## South Downs Student Travel & Support Application 2023-2024

<b>Section 1 – Student Details – Please complete this form fully, if any information is missing, we will not be able to process this application. Your email address is very important as this is how we may contact you.</b>	
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 <sup>st</sup> Aug 2023:
Student Email Address (please write clearly as this is how we will contact you):	
Parent/Carer Email Address (please write clearly as this is how we will contact you):	
Name of the course you are studying e.g., BTEC Business:	

<b>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 a travel pass, uniform, kit, equipment, books, 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.</b>		
<b>Please select below if you are in receipt of any of the following and provide the evidence indicated</b>		
<b>Eligible Benefit</b>	<b>Please Tick</b>	<b>Evidence Required (Please supply at least one of the below which must clearly show your name and address)</b>
Income Support		Letter dated from 1 <sup>st</sup> April 2023 stating you currently receive this benefit.
Job Seekers Allowance (income based)		<b>All</b> pages of your notification, dated from 1 <sup>st</sup> April 2023 – please do not send one page, we must see all the pages. We <u>cannot</u> accept 'contribution' based JSA.
Employment & Support Allowance (income related)		<b>All</b> pages of your notification, dated from 1 <sup>st</sup> April 2023 – please do not send one page, we must see all the pages. We <u>cannot</u> accept 'contribution' related ESA.
Pension Credit (Guarantee Element)		<b>All</b> pages of your State Pension Credit (guarantee element), issued by the Pension Service, dated from 1 <sup>st</sup> April 2023.
Working Tax Credit (we <u>cannot</u> accept 'Provisional' Award Notices or solely Child Tax Credit)		<b>All</b> 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, <b>all</b> pages of your <b>Annual Review for 2023</b> (if it provides payments for 2023/2024) <b>plus</b> a <b>bank statement</b> (from <b>July 2023 onwards</b> ) 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 Child Tax element)		Your last <b>three most recent monthly</b> Award Statements which can be printed from your online account. Please print the <b>full</b> breakdown of your monthly award statement (by clicking on the relevant months under the payment section) – the full 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 <b>not exceed £28,000</b> per annum - this amount must include any universal credit payments, wages & benefits received.

For Office Use Only

Date Received:

**Fund:** Approved / Pending Evidence / Pending Other / Rejected

Upgrade / IOW / RFC /

**Train:** From..... / To: Havant / Cosham

**Bus Pass:** First Group: AW7 / AH7

Stagecoach: AW / AH / ASH / AG

**FSM:** Approved FSM / Pending FSM / NE

£

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

**Section 3 – Bus Pass Application for South Downs Campus Students** Please complete this section if you receive an income based benefit and you require a bus pass. You must live beyond 0.5 miles from the South Downs Campus to receive travel assistance.

*For any students wishing to travel by train, please speak to a Student Travel & Support Adviser (contact information at the bottom of the application) as the South Downs Campus is not within walking distance of a train station.*

**Bus Pass Information:** The bus passes (in the table below) are listed by postcode area. The pass/es relevant to where you live are shown beside each postcode; please see the bus pass guide on the **back of this application form** which displays the zones/areas that each bus pass can be used in. The pass listed (alongside your postcode area) will be purchased for you by the College – **there will be no cost to you once you have provided evidence of an eligible benefit**. The passes cost the college between £400-£800 each, so please look after them. The bus pass will enable you to travel from home to the South Downs Campus; these passes are annual (1st Sep – 28th Jun with First Bus passes and 1st Sep – 31st Aug with Stagecoach passes). All passes can also be used in the evenings, at weekends, half terms, Christmas, and Easter Holidays and **must always be used with your Student ID card**.

**How to get the bus pass:** 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 which is needed to order the bus pass.

**Upgrading the bus pass (if necessary):** You may choose to upgrade your bus pass to travel further afield which may be useful to students who have a part time job. If you choose to upgrade the pass, the upgrade cost must be paid by you before the pass can be ordered. Any upgrades of bus passes can be paid on the bus companies' apps (after you have entered the discount code we allocate to you).

**Type of bus pass:**

Bus passes must be downloaded on the student's phone via the relevant bus company app (First or Stagecoach). 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, but this may incur a fee which is charged by the bus company.

**South Downs Campus Bus Passes – Please tick only one option for your home address postcode:**

<u>HOME POSTCODE</u>	<u>BUS PASSES AVAILABLE</u>	<u>ANNUAL PASS</u>
<b>PO1 – PO6</b> (If you live in <b>Drayton</b> or <b>Farlington</b> , see the postcode box below)	First Bus Hants (All Zones)	£0 <input type="checkbox"/>
<b>PO6 1 &amp; PO6 2 &amp; Isle of Wight</b> PO6 1 & PO6 2 have the option of choosing either a First Bus Hants pass (board at Cosham) or a Stagecoach South Hants pass (board at Havant Road and change at Havant Bus Station). <b>Isle of Wight</b> students can choose either a First Bus Hants or Stagecoach South Hants bus pass depending on which pass suits you best when you arrive on the mainland.	First Bus Hants (All Zones)	£0 <input type="checkbox"/>
	Stagecoach South Hants	£0 <input type="checkbox"/>
<b>PO7 – PO8</b> PO7 - PO8 are able to choose either a First Bus Waterlooville pass (no. <b>8/7</b> bus services) or Stagecoach Waterlooville pass (no. <b>37/39</b> bus services) – you can choose which company suits you best for the area of Waterlooville that you live in.	First Bus Waterlooville (valid as far as Cosham Train Station)	£0 <input type="checkbox"/>
	Stagecoach Waterlooville (valid as far as Havant Asda)	£0 <input type="checkbox"/>
<b>PO9</b>	Stagecoach Havant	£0 <input type="checkbox"/>
<b>PO10 7</b>	Stagecoach South Hants	£0 <input type="checkbox"/>
<b>PO10 8 &amp; PO10 9</b>	Stagecoach Gold	£0 <input type="checkbox"/>
<b>PO11</b>	Stagecoach South Hants	£0 <input type="checkbox"/>
<b>PO12 - PO17, SO30, SO31, SO32 &amp; SO40</b>	First Bus Hants (All Zones)	£0 <input type="checkbox"/>
<b>PO18 - PO22 &amp; GU &amp; BN</b>	Stagecoach Gold	£0 <input type="checkbox"/>

**If you have selected a bus pass above, please now go to Section 4 & 5 (if applicable). Everyone must complete & sign Section 6 before the application can be finalised.**



#### Section 4 – 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 31<sup>st</sup> 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 we must see evidence of the correct benefit when applying for FSM. Alternatively, you may find it quicker and easier to apply online using the link below as this method has access to your details. Please search for the college as 'HSDC Havant & South Downs'. The Council will email the College if you are eligible, and we will continue to process the approved application:  
**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 <sup>st</sup> April 2023 stating you currently receive this benefit.
Job Seekers Allowance (Income Based)		<b>All</b> pages of your notification dated from 1 <sup>st</sup> April 2023.
Employment & Support Allowance (Income Related)		<b>All</b> pages of your notification dated from 1 <sup>st</sup> April 2023.
Pension Credit (Guarantee Element)		<b>All</b> pages of your State Pension Credit (guarantee element), issued by the Pension Service, dated from 1 <sup>st</sup> 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)		<b>All</b> pages of your final Tax Credit Award Notice for April 2023 to April 2024 providing it shows <b>no</b> 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 <b>stops</b> qualifying for Working Tax Credit).
Universal Credit		Your last <b>three most recent monthly</b> Award Statements which can be printed from your online account. Please print the <b>full</b> 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 5 – Vulnerable Bursary (only complete this section if the student is aged between 16-18 on 31<sup>st</sup> 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 in their own right.	

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 6 – 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 form and your proof of benefit (if you currently have it) to:

**HSDC, Student Travel & Support, South Downs Campus, College Road, Waterlooville, PO7 8AA**

To ensure that your bus/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 evidence of a current proof of benefit, as you can supply this at a later date. Applications can still be sent 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@hsrc.ac.uk](mailto:dataprotection@hsrc.ac.uk)

### Student Travel & Support

If you would like any further information, please phone 023 9279 7991 (option 3), email [travelandsupport@hsrc.ac.uk](mailto:travelandsupport@hsrc.ac.uk) or visit our website [www.hsrc.ac.uk](http://www.hsrc.ac.uk)

#### Parent/Carer Agreement:

Name: .....

Parent Signature: .....

Date: .....

#### Student Agreement:

Name: .....

Student Signature: .....

Date: .....

## Bus Passes available and the areas they can be used in:

Name of Bus Pass	Areas Pass can be used in (all passes can be used at weekends & in the evenings in the listed areas and must be used with your College Student ID card)
<p><b>First Bus Student Waterlooille</b> (as far as the Havant Campus) (Valid from 1<sup>st</sup> Sep – 28<sup>th</sup> Jun 2024)</p>	<p>Waterlooville, Denmead, Hambledon, Clanfield, Horndean, Lovedean, Cowplain, Purbrook, Cosham Health Centre and as far as Cosham Railway Station. If using the <b>654-bus service</b> from <b>Hambledon/Denmead</b> you may travel as far as the <b>Havant Campus</b> but no further into Havant.</p> <p><b>** This ticket covers the South Downs Campus (and only the Havant Campus using the 654 services from Hambledon/Denmead) **</b></p>
<p><b>First Bus Student Hants (All Zones)</b> (Valid from 1<sup>st</sup> Sep – 28<sup>th</sup> Jun 2024)</p>	<p>Waterlooville, Denmead, Hambledon, Clanfield, Horndean, Lovedean, Cowplain, Purbrook, Cosham, Portsmouth, Bishop’s Waltham, Swanmore, Waltham Chase, Shedfield, Wickham Square, Gosport, Fareham, Portchester, Paulsgrove, Titchfield, Whiteley, Warsash, Locks Heath, Hedge End, Southampton (except the motorway service). If using the <b>654-bus services</b> from <b>Hambledon/Denmead</b>, the <b>SD5-bus service</b> from <b>Gosport/Fareham/Portchester</b> or the <b>SD4-bus service</b> from <b>Bishops Waltham/Wickham</b> you may travel as far as the <b>Havant Campus</b> but no further into Havant.</p> <p><b>** This ticket covers the South Downs Campus (and only the Havant Campus using the 654 Hambledon/Denmead services or the SD4/SD5 services as described above) **</b></p>
<p><b>Stagecoach Waterlooille StudentRider</b> (Valid from 1<sup>st</sup> Sep – 31<sup>st</sup> Aug 2024)</p>	<p>Waterlooville, Clanfield, Horndean, Lovedean, Cowplain, Purbrook, South Downs Campus &amp; as far as Havant Asda.</p> <p><b>** This ticket covers the South Downs Campus only - you <u>cannot</u> travel to the Havant Campus with this ticket **</b></p>
<p><b>Stagecoach Havant StudentRider</b> (Valid from 1<sup>st</sup> Sep – 31<sup>st</sup> Aug 2024)</p>	<p>Rectory Avenue, Bedhampton, Havant, West Leigh, Leigh Park &amp; as far as South Downs Campus.</p> <p><b>** This ticket covers both Havant &amp; South Downs Campus **</b></p>
<p><b>Stagecoach South Hants StudentRider</b> (Valid from 1<sup>st</sup> Sep – 31<sup>st</sup> Aug 2024)</p>	<p>Havant Road, Rectory Avenue, Bedhampton, Havant, West Leigh, Leigh Park, Waterlooville, Clanfield, Horndean, Lovedean, Cowplain, Purbrook, Portsmouth, Hayling Island, Emsworth (as far as Emsworth Square).</p> <p><b>** This ticket covers both Havant &amp; South Downs Campus **</b></p>
<p><b>Stagecoach Gold StudentRider</b> (Valid from 1<sup>st</sup> Sep – 31<sup>st</sup> Aug 2024)</p>	<p>Havant Road, Rectory Avenue, Bedhampton, Havant, West Leigh, Leigh Park, Waterlooville, Clanfield, Horndean, Lovedean, Cowplain, Purbrook, Portsmouth, Hayling Island, Emsworth, Chichester, Petersfield, Liss and Bordon. This ticket can also be used within Hampshire, Surrey, West Sussex, Wiltshire &amp; Brighton.</p> <p><b>** This ticket covers both Havant &amp; South Downs Campus **</b></p>