



**Section 3 - Mileage Claims Only**

Your vehicle's registration number plate:

**Section 4 – Bank Details**

BACS payment made payable to (please include your title):

Sort Code:

Account No.:

**Section 5 – Student (or Parent/Carer) Declaration**

I confirm that all the information I have given is correct and to the best of my knowledge. I give permission for college staff and if appropriate, parents/carers to be consulted over this application. I agree that if I am claiming mileage, I have a current driving licence (or the parent/carers driving the vehicle holds a current licence), the vehicle has a valid insurance policy, is roadworthy and has a current MOT (where required).

I am aware that during busy periods, refunds may take several weeks to reach the nominated bank account.

I agree to HSDC processing personal data contained in this application form for the purpose of administering College Financial Assistance. I understand that, if applicable, any bank details on this form will only be used for processing refunds and the college will adhere to relevant data protection policies & procedures. Should you require any further information, regarding the processing of your personal data, then please contact [dataprotection@hfdc.ac.uk](mailto:dataprotection@hfdc.ac.uk)

Student (or Parent/Carer) Signature): ..... Date: .....

**Please return this form, plus any public transport tickets to: HSDC, Student Travel & Support,**

- Alton Campus, Old Odiham Road, Alton, GU34 2LX
- Havant Campus, New Road, Havant, PO9 1QL
- South Downs Campus, College Road, Waterlooville, Hants, PO7 8AA

*For Office Use Only*

|                       |                                      |  |
|-----------------------|--------------------------------------|--|
| <b>Date received:</b> | <b>Attendance checked:</b>           |  |
|                       | <b>Tickets checked:</b>              |  |
|                       | <b>Budget Code (LSF/LSA/LSU/LSC)</b> |  |
|                       | <b>Enter onto system:</b>            |  |
|                       | <b>Total claimed:</b>                |  |
|                       | <b>Date refund raised:</b>           |  |