

## Havant Campus Student Travel & Support Application 2025-2026

<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 2025:
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 at the Havant Campus e.g., Business A Level:	

<b>Section 2 – Financial Assistance Application – You are entitled to College Financial Assistance if you or your parent/carer 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, 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 then supply your evidence at a later date.</b>		
<b>Please select below if you are in receipt of any of the following and you must provide the evidence indicated</b>		
Eligible Benefit	Please Tick	Evidence Required (Please supply at least one of the below documents which must clearly show your name and current address)
<b>Income Support</b>		Letter dated from 1 <sup>st</sup> April 2025 stating you currently receive this benefit.
<b>Job Seekers Allowance</b> (income based)		<b>All</b> pages of your notification, dated from 1 <sup>st</sup> April 2025 – please do not send one page, we must see all the pages. We <b>cannot</b> accept ‘contribution’ based JSA.
<b>Employment &amp; Support Allowance</b> (income related)		<b>All</b> pages of your notification, dated from 1 <sup>st</sup> April 2025 – please do not send one page, we must see all the pages. We <b>cannot</b> accept ‘contribution’ related ESA.
<b>Pension Credit</b> (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 2025.
<b>Working Tax Credit</b> (We <b>cannot</b> accept ‘Provisional’ Award Notices or solely Child Tax Credit)		<b>All</b> pages of your <b>final</b> Tax Credit Award Notice for April 2025 – April 2026 (we cannot accept ‘provisional’ notices) showing that you receive Working Tax Credit – not just Child Tax Credit. Alternatively, <b>all</b> pages of your <b>Annual Review for 2025</b> which <b>must</b> show payments for <b>2025/2026 plus a bank statement from July 2025 onwards</b> showing a payment of Working Tax going in.
<b>Council Tax Support</b> (other than single occupancy)		Letter or annual bill dated from April 2025.
<b>Housing Benefit</b>		Local Council letter dated April 2025 – March 2026.
<b>Universal Credit</b> (Other than the Child Tax element & the total household income must not exceed £32,000 pa.)		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 £32,000</b> per annum - this total amount must include any universal credit payments; wages & benefits received within the household.

For Office Use Only  
Date Received:

**Fund:** Approved / Pending Evidence / Pending Other / Rejected  
Upgrade / IOW / UKRN / 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 Havant Campus Students** (if you prefer to travel by train, please go to the following page (section 4) and do not tick a bus pass below). Complete this section if you receive an income-based benefit (as listed on page 1) and you require a bus pass. You must live beyond 0.5 miles from the Havant Campus to receive travel assistance.

**Bus Pass Information:** The bus passes (in the table below) are listed by postcode area. The pass relevant to where you live is 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; these passes cost the college between up to £900 each, **but there will be no cost to you once you have provided evidence of an eligible benefit**. The bus pass will enable you to travel from home to the Havant Campus; these passes are annual (1st Sep – Jul with First Bus and 1st Sep – 31st Aug with Stagecoach). All annual 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 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 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 board 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.

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

<b>STUDENT’S HOME POSTCODE</b>	<b>ANNUAL BUS PASS AVAILABLE</b>	<b>PLEASE TICK</b>
<b>PO1, PO2, PO3, PO4, PO5 &amp; PO6</b> (Students living in certain areas of Paulsgrove or Eastney may also require the use of a First Bus pass too – please contact us if you think this may apply to you)	Stagecoach South Hants	
<b>PO7 &amp; PO8</b>	Stagecoach South Hants	
<b>PO9</b>	Stagecoach South Hants	
<b>PO10 7</b>	Stagecoach South Hants	
<b>PO10 8 &amp; PO10 9</b>	Stagecoach Gold	
<b>PO11</b>	Stagecoach South Hants	
<b>PO12, PO13, PO14, PO15, PO16 &amp; PO17</b> Please be aware that <b>First Bus</b> services travelling to & from Havant Campus from these postcode areas are very limited - <b>Gosport/Fareham/Portchester</b> students can board the <b>SD5-bus service</b> & <b>Bishops Waltham/Wickham</b> students can board the <b>SD4-bus service</b> ; both services travel to Havant Campus – one service in the morning and one service back in the afternoon.	First Bus Hants (All Zones)	
<b>PO18, PO19, PO20, PO21, PO22 &amp; GU &amp; BN</b>	Stagecoach Gold	
<b>SO30, SO31, SO32 &amp; SO40</b> Please be aware that <b>First Bus</b> services travelling to Havant from these postcode areas are extremely limited, you may wish to travel by train.	First Bus Hants (All Zones)	

**If you have selected a bus pass above, please now go to Section 5 & 6 (if applicable). Everyone must complete & sign Section 7 before the application can be finalised.**



#### Section 4 – Train Pass Application

South-Western Railway (SWR) are offering full-time HSDC students discounted train passes for the below train stations travelling to Havant station. Please complete this section if you receive an income-based benefit and you require a train pass. These passes are valid between the named stations, 7 days a week, and within the dates specified on the ticket. The passes are valid on any train operating company that operates on the route specified on the ticket.

Please indicate below which train pass you will require and then once the evidence of an eligible benefit has been accepted by the Student Travel & Support Office, we will be able to order the relevant pass for you. Train passes will be available for collection from the Travel & Support office when received from SWR. Please ensure that you have written your correct email address in Section 1 as this is how we will contact you.

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

**Train services offered to Havant Campus students** - The nearest train station to the Havant Campus is Havant railway station (the train station is about a 7-minute walk to the Campus). If you wish to order a train pass, **please complete the Train Pass application below:**

Travelling From (Station)	Travelling to (Station)	Please tick an option
Arundel	Havant	
Barnham	Havant	
Bognor Regis	Havant	
Bosham	Havant	
Botley	Havant	
Chichester	Havant	
Cosham	Havant	
Emsworth	Havant	
Fareham	Havant	
Fishbourne	Havant	
Fratton	Havant	
Godalming	Havant	
Guildford	Havant	
Haslemere	Havant	
Hedge End	Havant	
Hilsea	Havant	
Liphook	Havant	
Liss	Havant	
Littlehampton	Havant	
Netley	Havant	
Nutbourne	Havant	
Petersfield	Havant	
Portchester	Havant	
Portsmouth Harbour	Havant	
Portsmouth & Southsea	Havant	
Rowlands Castle	Havant	
Southampton Ctl	Havant	
Southbourne	Havant	
Swanwick	Havant	
Warblington	Havant	

**If you have selected a 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 £6.00 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 2025. 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 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.

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 (Please supply at least one of the below documents which must clearly show your name and current address)
Income Support		A letter dated from 1 <sup>st</sup> April 2025 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 2025.
Employment & Support Allowance (Income Related)		<b>All</b> pages of your notification dated from 1 <sup>st</sup> April 2025.
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 2025.
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 2025 to April 2026 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 6 – Vulnerable Bursary - complete this section if the student is aged between 16-18 on 31<sup>st</sup> August 2025 and meets one of the below criteria – otherwise please ignore and move on 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 form and the evidence of your benefit (if you currently have it) to:**

**HSDC, Student Travel & Support, Havant Campus, New Road, Havant, PO9 1QL**

To ensure that your bus/train pass is available for issue/collection at the start of the Autumn Term 2025, please return this completed form by 8<sup>th</sup> Aug 2025 even if you do not have evidence of a current 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 the benefit matches this address.
- The information and evidence of the 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 to and from college if they have applied for a travel pass after the initial deadline, 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](mailto:dataprotection@hsvc.ac.uk)

### Student Travel & Support

If you would like any further information, please phone 023 9279 7991 (option 2), email [travelandsupport@hsvc.ac.uk](mailto:travelandsupport@hsvc.ac.uk) or visit our website [www.hsvc.ac.uk](http://www.hsvc.ac.uk)

#### Parent/Carer Agreement:

Name: .....

Parent Signature: .....

Date: .....

#### Student Agreement:

Name: .....

Student Signature: .....

Date: .....

## Bus Passes available for the Havant Campus 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 Hants (All Zones)</b> (Valid from 1 Sep – Jul 2026)</p>	<p>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), Waterlooville, Clanfield, Horndean, Lovedean, Cowplain, Purbrook, Cosham, and Portsmouth.</p> <p>If using 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 pass covers travel to the South Downs Campus (and only the Havant Campus using the SD4/SD5 bus services) **</b></p>
<p><b>Stagecoach South Hants StudentRider</b> (Valid from 1 Sep – 31 Aug 2026)</p>	<p>Waterlooville, Hambledon, Denmead, Clanfield, Horndean, Lovedean, Cowplain, Purbrook, Portsmouth, Hayling Island, Emsworth (as far as Emsworth Square), Havant Road, Rectory Avenue, Bedhampton, Havant, West Leigh and Leigh Park.</p> <p><b>** This pass covers travel to both Havant &amp; South Downs Campuses **</b></p>
<p><b>Stagecoach Gold StudentRider</b> (Valid from 1 Sep – 31 Aug 2026)</p>	<p>Chichester, Petersfield, Liss, Bordon, Portsmouth, Hayling Island, Emsworth, Havant Road, Rectory Avenue, Bedhampton, Havant, West Leigh, Leigh Park, Waterlooville, Hambledon, Denmead, Clanfield, Horndean, Lovedean, Cowplain and Purbrook. This ticket can also be used within Hampshire, Surrey, West Sussex, Wiltshire &amp; Brighton.</p> <p><b>** This pass covers travel to both Havant &amp; South Downs Campuses **</b></p>