

Attach two signed passport sized photographs here if your child is aged 16 or below or four photographs if your child is going to turn 18 during the academic year. Please include the name and date of birth of your child on the reverse of each photograph

Application For A Travel Pass – September 2010 To July 2011

Important: Please read the notes overleaf before completing this form

Personal Details

Pupil/Student Surname	<input type="text"/>	Pupil/Student Forename(s)	<input type="text"/>
Date of Birth	<input type="text"/>		
Address	<input type="text"/>		
Postcode:	<input type="text"/>		
	Previous Address (if changed within the last 12 months)	<input type="text"/>	
	Date Moved	<input type="text"/>	
Is this your permanent address?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
How would you like to be contacted?	Telephone <input type="checkbox"/>	Mobile <input type="checkbox"/>	E-mail address <input type="checkbox"/>
Home Phone Number	Mobile Number	E-Mail Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Are you in receipt of Foster Allowance for this student/pupil? (See note 8 overleaf)	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
If the pupil/student is aged eight or over, please complete the following two questions. If aged under eight please go straight to school details.			
Is the pupil/student eligible for Free School Meals? (See note 3 overleaf)	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Are you in receipt of Working Tax Credit? (If yes please provide proof, see note 4 overleaf)	Yes <input type="checkbox"/>	No	<input type="checkbox"/>

School Details

School/College to be attended in September 2010	Wing of School/College if applies
<input type="text"/>	<input type="text"/>
Postcode:	<input type="text"/>
If your child is not attending the nearest school to his/her home address, please state why	
<input type="text"/>	
If you feel that there are special circumstances as to why your child does not/is not attending the nearest school please provide further information overleaf.	

Travel Details

How will your child travel to school? (If travelling by train please complete the questions below. Please refer to note 5 below for any charges that may apply)	Bus <input type="checkbox"/>	Train <input type="checkbox"/>	Both <input type="checkbox"/>
Which train station will they use when travelling to school?	<input type="text"/>		
Which train station will they use when travelling home from school?	<input type="text"/>		

Parent/Guardian Full Name

I declare that to the best of my knowledge and belief the details given on this form are true and correct.

Parent/Guardian Signature Date

Data Protection: If you are applying on income grounds and do **not** want us to use information already held about you and your claim for Free School Meals, you must provide proof of your income. Please refer to notes 3 and 4 below)

Please use this space to give any further information

Notes for Applicants – September 2010 to July 2011

A travel pass can only be granted when the pupil's home is within the qualifying distance from the school or college which they attend. The rules on the qualifying distance are provided below:

- For children aged under eight the qualifying distance is two miles.
- For children aged eight or over the qualifying distance is three miles or more, unless they qualify on income grounds (see below).
- Some children will qualify on income grounds. For children aged eight or over who receive free school meals or their family receives maximum Working Tax Credit the qualifying distance is two miles or more.

Further Information

1. The minimum distance is worked out as the shortest available walking route between home and the main gate of the School/College.
2. The parent/guardian or student must apply before the student's 19th birthday.
3. You are eligible for free school meals if you get, Income Support, Income-Related Employment and Support Allowance, Child Tax Credit, with an income of less than £16,190 as assessed by HM Revenues & Customs and not receiving Working Tax Credit, Support under Part VI of the Immigration and Asylum Act 1999 or Pension Credit Guarantee Credit.
4. If you are applying on income grounds you must provide your award notice for the following Working Tax Credit, Child Tax Credit, Pension Credit (Guarantee) Income Support or Employment and Support Allowance notification letters. We must see original documents, not photocopies.
5. An Area C Solo ticket, valid on buses only in Zones C1, C2 & C3, is available free of charge to qualifying students. A Trio ticket covering the same area but also valid on trains, is available upon payment of a fee of £53.00. The fee is £85.00 for students turning 18 during the course of the academic year. Please note that there is no additional charge for a Trio ticket covering Zone C1 only. This can be paid via any method at our City Centre One Stop Shop, Please note all our other One Stop Shops can only accept payment by cheque.
6. All reimbursement claims are calculated based on the cost of the travel pass to the authority and not expenses that may have been incurred. Please note requests for reimbursements will only be considered in the event of a delay of more than six weeks in processing a complete application form.
7. The loss of a travel pass must be reported to the school and to Education Awards. A replacement travel pass may be issued at a charge of £10.00. There will be no exemptions from this charge. The authority will not be liable for travelling expenses incurred while a pupil is not holding a valid travel pass.
8. If you receive foster allowance for the child named on this application form you will not be eligible for a bus pass.

This form should be completed and returned to Education Awards, PO Box 2013, Liverpool L69 2DY or taken into one of our One Stop Shops.

Office Use Only

Distance <input style="width: 95%;" type="text"/>	Pass Type/Number <input style="width: 95%;" type="text"/>	Date Pass issued / / <input style="width: 15%;" type="text"/>
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Pass issued by (EA Officer) <input style="width: 95%;" type="text"/>	Print Name: <input style="width: 95%;" type="text"/>
Signed: <input style="width: 95%;" type="text"/>	

