

## **Kent 16+ Travel Card - Information for Students**

### **Overview**

The Kent 16+ Travel Card is available to all Kent post 16 students and apprentices aged 16-19. The card allows the holder unlimited travel in Kent including evenings, weekends and holidays. The cost of the card for the academic year **2018-19 is £400.**

### **Applying for a Kent 16+ Travel Card**

Applications and payment are made directly to Kent County Council (KCC) and can be made on line at; <http://www.kent.gov.uk/roads-and-travel/travelling-around-kent/bus-travel/bus-passes/16-travel-card>

Applicants will need to have all of the student's information (including details of the establishment that they are going to attend), a passport style photo in the appropriate format and a credit or debit card for payment. Alternatively print off an application form from the website and complete and return it with a passport photo and cheque or postal order (payable to Kent County Council) and send it to; Kent 16+ Travel card, Kent County Council, PO Box 441, Aylesford, ME6 9HJ. Please note that Kent will not process an application if any of the items are missing.

For students who do not have access to a bus service but where there is an existing KCC school transport contract for a Coach or Taxi that has space on it, students can apply to make use of any spare seat to go from home to school. Previously seats have been made available at a cost of £490 per annum which was consistent with the Council's old post 16 charge but from this year this cost has been reduced to £400 to bring it into line with the Kent 16+ Travel Card. Full details of this scheme are available at; [www.kent.gov.uk/roads-and-travel/school-transport/vacant-seats-payment-scheme](http://www.kent.gov.uk/roads-and-travel/school-transport/vacant-seats-payment-scheme)

### **Pass Types**

The Council is offering parents the opportunity to split the full year cost of £400 by applying for two separate half year passes costing £200 each, valid from Terms 1 – 3 and Terms 4 – 6 respectively. Alternatively, students can still apply for the whole year in one go should they prefer.

In summary:

16+ Travel Card Pass Type	Duration	Cost
1 <sup>st</sup> Half Year Pass	1/9/2018 to 01/03/2019	£200
2 <sup>nd</sup> Half Year Pass	02/02/2019 to 31/08/2019	£200
Full Year Pass	01/09/2018 to 31/08/2019	£400

### **Eligibility and guidance on further financial assistance**

To be eligible for a Kent 16+ Travel Card students must be resident in Kent (i.e. live in a household paying Council Tax to KCC, not Medway or any other authority and attending Maplesden Noakes School.

A student with a travel need and whose household income is above £20,818 can buy a card for the full £400 year.

A student with a travel need whose household income is between £16,191 and £20,817 will be able to receive a subsidy, at the discretion of the School; this is normally a 50% subsidy.

A student with a travel need and a household income equivalent to the prevailing Free School Meal criteria (as described below), may benefit from a further subsidy from the School to reduce the cost even further.

Any students who are in receipt of the £1,200 Bursary Payment in the vulnerable learner category, will be able to apply for the travel card as part of this payment.

Each application for subsidy by the School will be viewed individually and each subsidy will be at the discretion of the School.

**For financial support or help with the card please check the Bursary Policy and complete the Bursary application form and send to Mrs Tansill within the Sixth Form Centre. This must be completed before applying for the travel card.**

### **When to apply**

Students can apply from Monday 4th June for passes valid from September 2018. The application must be received by KCC Public Transport by Friday 13th July 2018 to be sure of having a pass ready for the start of term. However, applications can be made at any time of the year until 24 May 2019.

Applications for second half year passes can be made from 19th November and should be received by KCC Public Transport by 4th January if students are to be sure of having their pass for the start of term 4.

Applications can take up to 28 working days to process at busy times of the year. KCC do not refund bus fares so you will have to cover the normal cost of travel whilst you wait for any pass.

### **Where will passes be sent and verified ?**

Passes will continue to be sent to School for collection on the first day or term or as soon as the pass is ready, for applications received at other times of the year.

### **Will refunds be available ?**

Yes. KCC understand that the circumstances of students in post 16 education can change more than secondary school children and will therefore make refunds available for this scheme. Refund requests can be made to KCC as long as your pass is returned to them by Friday 24th May. The amount due to be refunded will be calculated based on the number of full academic terms remaining minus a £10 administration fee. Passes returned to them unused or not collected before the start of the academic year can get a full refund minus the £10 fee. A term is calculated as having a value of £66.67 based upon the £400 annual cost divided by the 6 school terms.

Passes returned in Term (between dates) :	Refund Value Due
Not collected or returned before the start of the year	£390
Term 1 (3rd September 2018 and 19th October 2018)	£323.35
Term 2 (22nd October 2018 and 19th December 2018)	£256.68
Term 3 (20th December 2018 and 15th February 2019)	£190.01
Term 4 (18th February 2019 and 5th April 2019)	£123.34
Term 5 (8th April 2019 and 24th May 2019)	£56.67
Term 6 (No full terms remaining)	£0

Please note that passes will not be refunded if not physically returned to KCC, Public Transport

### What if a student leaves education or moves establishment ?

The scheme is only available to students in full time education and enables them to access a subsidy. They will no longer be eligible to hold a pass in the event that they leave full time education. The School will seek to recover the passes of any student leaving and return it to KCC Public Transport who will arrange for the student to be refunded using the mechanism described above.

If a student is more simply moving educational establishments then we will advise KCC Public Transport accordingly in order that we can update their records.

### Invoicing and Payments

With payment now being made direct to KCC, payment to KCC will now be made at the point of application and any subsequent arrangement for further subsidy using bursary funding or payment by instalment would need to be made via the Bursary Application process administered by the School.

**Please note : Please do not send applications or payment to the school unless you are requesting financial assistance. If you think you qualify for financial assistance, please contact Mrs Tansill who will provide you with a Bursary application. Your completed Travel application and passport sized photo must be sent with your Bursary application. Should you qualify for a Bursary then a cheque will be raised for the amount awarded and will be returned to you with your application. You will then be required to issue your application to KCC together with the cheque for financial assistance and your required payment. Please see the guide below to help you when making your application for financial support as you can apply for 2 x Six month cards to stagger payments:**

	Full Year Travel Card		Six Month Travel Card 1.9.18-28.2.19		Six Month Travel Card 1.3.19-31.8.19	
<b>Bursary Award Granted</b>	Student payment on application	School payment on application	Student payment on application	School payment on application	Student payment on application	School payment on application
<b>£200</b>	£200	£200	£100	£100	£100	£100
<b>£300</b>	£100	£300	£50	£150	£50	£150
<b>£400</b>	£0	£400	£0	£200	£0	£200