

Kent 16+ Travel Card - Information for Students

Background

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 2016-17 is £400.

Eligibility

The eligibility criteria for the travel card can be found on the reverse of the Kent 16+ Travel Card application form.

Applying for a Kent 16+ Travel Card

You need to submit the completed application form together with a passport sized photograph directly to Kent 16+ Travel Card, Kent County Council, Public Transport, PO Box 441, Aylesford, Kent ME6 9HJ. **Payment for the travel card should be made directly to the school.** Please note that Kent will not process an application if any of the items are missing.

For application forms submitted after the 15 July 2016 the Travel Card may not be issued by Kent County Council for upto 28 working days from receipt.

The cards will be provided to the school and will be released to students once payment has been received.

Paying for the Travel Card:

Payment in full – payment must be received prior to the issue of the Travel Card

Pre 31st August 2016: Payment can be made various ways before 31st August 2016:

- Online bank transfer to the school account; Sort Code: 40-31-06 Account Number: 82526921 Please write the following in the reference box when paying online: *Name/Kent 16+ Travel Card*
- Debit/Credit Card over the phone: Calling the Finance Dept 01622 759036 (Ext 252)
- By cash at the school bank in the restaurant (Open 8:15-8:30 every weekday) until 19th July 2016
- By cheque, made payable to *The Maplesden Noakes School*, handed in to the Finance Office at the School

Post 31st August 2016: We will be operating the Wisepay system as from 1st September 2016 so payment should be made through your Wisepay account – details of which will be issued shortly following enrolment.

Payment in Installments: First installment must be received prior to the issue of the Travel Card

We offer the option of payment by installments to help distribute the cost of your travel card. This option should be requested in writing to Mrs Rees, Business Operations Manager via the School and an installment plan will be set up accordingly if appropriate. Please note that failure to pay as per the agreed installment plan may result in the card being withdrawn by the School and cancelled.

It is advisable that this option is requested as soon as you have sent your application to Kent County Council to ensure that the plan and payments are established and the first installment has been received by the school.

Pre 31st August 2016: Again, payment can be made various ways before 31st August 2016:

- Online bank transfer to the school account; Sort Code: 40-31-06 Account Number: 82526921 Please write the following in the reference box when paying online: *Name/Kent 16+ Travel Card*
- Debit/Credit Card over the phone: Calling the Finance Dept 01622 759036 (Ext 252)
- By cash at the school bank in the restaurant (Open 8:15-8:30 every weekday) until 19th July 2016
- By cheque, made payable to *The Maplesden Noakes School*, handed in to the Finance Office at the School

Post 31st August 2016: Again, we will be operating the Wisepay system as from 1.9.2016 so your initial payment should be made through your Wisepay account – details of which will be issued shortly following enrolment.

For further information, please contact Mrs Rees, Business Operations Manager within the Finance Office or on 01622 759036 x 215

Financial Assistance

Students may be eligible for financial support through the Bursary Fund. Please refer to the Maplesden Noakes Bursary information sheet for further information. If you are eligible to receive financial assistance then you should complete the Bursary application form and submit this, together with all the required supporting documentation to Mrs Tansill, Sixth Form Administrator. You will be notified in writing as to whether you will be entitled to financial assistance and advised of your contribution towards the card. The option to pay in full or instalments will follow the same process as above but please be advised that the first instalment for the card must be received prior to the issue of the travel card.

Lost, damaged or stolen cards

Up to three replacement cards (for those lost, damaged or stolen) in any academic year will result in an additional charge of £10 irrespective of circumstance. A replacement card cannot be obtained through the School and must be obtained directly through Kent County Council on 03000418484.

Code of Conduct

All students are expected to comply with the Code of Conduct as determined by Kent County Council whilst using the transport. Any breaches of the code of conduct may result in the card being withdrawn by Kent County Council and alternative travel arrangements would be required. Should this occur, there will be no refund of monies provided by either the School or Kent County Council.

Contact & Further Information:

A copy of the code of conduct and further information about the Kent Travel Card scheme is available at: www.kent.gov.uk/post16travel phone:03000418484
email:kent16plustravelcard@kent.gov.uk

16+ Travel Card
Kent County Council
Public Transport
PO Box 441
Aylesford
Kent ME6 9HJ

Student Checklist:

Application:

1. Have you completed all sections of the Kent 16+ Travel Application Form
2. Have you attached your current passport-sized photograph?

Please issue the application and photograph directly to Kent County Council, Public Transport Section as per the address on Page 2 of this document.

Payment

3. Are you eligible for financial assistance? If yes, go to step 4. If no, go to 5
4. Have you completed and attached the 16-19 Bursary application form?
Please submit this to the Finance Office c/o Maplesden Noakes School
5. Are you paying in full? If yes, go to step 7. If no, go to 6
6. Are you paying in instalments? Please request this in writing to Mrs Rees, Business Operations Manager c/o Maplesden Noakes School and then go to step 7.
7. Have you made payment to the School for the Travel Card? (For instalments, have you have paid the first instalment)?