

BUS PASS SCHEME FOR NON ENTITLED STUDENTS APPLICATION FORM FOR 20 __ / __

GUARANTEED Seats are only available if completed forms are received by the 3rd Friday in May

THERE IS NO FINANCIAL ASSISTANCE OR REDUCTIONS AVAILABLE TO NON ENTITLED STUDENTS

Student Surname _____ Date of Birth ____/____/____

Student Forename(s) _____ Tel. No. _____

Address _____

_____ Post Code _____

Name of School/Establishment _____

Parent's/Legal Guardian's Full Name _____

Email address (please write clearly)

Signature _____ Date _____

I have received and understood the accompanying “**Bus Pass Scheme for Non-Entitled Students Guidance Notes**”

Print name _____

SERVICE NUMBER _____ **BOARDING POINT** _____
(i.e. Village / Street Name)
please do not leave blank

ALL ROUTE DETAILS ARE HELD AT THE ATTENDED SCHOOL/ESTABLISHMENT. THE REQUESTED ROUTE WILL BE VERIFIED UPON RECEIPT OF THE APPLICATION FORM OR AS SOON AS POSSIBLE THEREAFTER

PLEASE NOTE THAT ONLY FULL DAY PASSES ARE AVAILABLE

HAVE YOU PREVIOUSLY PURCHASED TRANSPORT FROM NORTHAMPTONSHIRE COUNTY COUNCIL?

YES ☐ **CUSTOMER NUMBER** _ _ _ _ _ **NO** ☐
(see previous invoice)

Parents and students are asked to read and adhere to the “**Code of Conduct**” which can be found at www.northamptonshire.gov.uk along with the “**Home to School Transport Policy**” & “**Post 16 Transport Policy**”.

I accept the “**Code of Conduct**” _____ Date _____
Signature of Student/Parent/Legal Guardian

Print name _____

OFFICE USE ONLY

Receipt/Log Date	Ack. Sent	N/Q Letter Date		
Cont. No	Student ID	DES Number	Description/Boarding Point	Pass No.
Service No	Chosen Name	Sec / Pri		Euclid Request Date

DETAILS OF PERSON PAYING FOR THE TRANSPORT IF DIFFERENT FROM OVERLEAF

Title Mr/Mrs/Miss/Ms Forename(s) _____ Surname _____
Address _____ Town _____
County _____ Post Code _____
Tel. No. _____ Mobile No. _____
Email Address _____
(please write clearly)
Signature _____ Date _____

I have received and understood the accompanying “**Bus Pass Scheme for Non-Entitled Students Guidance Notes**”

Print name _____

PAYMENT DETAILS

If your application is successful, you will receive an invoice prior to the start of the academic year for the full cost of £600, if the yearly payment option has been chosen, or on a monthly basis over a six month period for £100 each month commencing in August, where the monthly payment option has been selected. However, if your application is received after the 3rd Friday in May, and is successful, you will receive an invoice the month following the processing of your application for the appropriate cost, if the yearly payment option has been chosen, or on a monthly basis over the required period for £100 each month. **NB. Refunds will not be given if the pass is no longer required so please consider your options very carefully prior to submitting this form as you will be liable to pay the full cost even if transport is no longer required.**

Details of where to direct your queries in relation to the charge and methods of payment will be shown on the reverse of your invoice. Regrettably, we are unable to process or check any payments in this office.

PAYMENT OPTIONS

(please tick required option to pay) Year ☐ Monthly ☐
(1 invoice of £600) (6 invoices of £100 each)

PLEASE NOTE THAT ONLY FULL DAY PASSES ARE AVAILABLE

PLEASE COMPLETE EACH SECTION OF THE ABOVE FORM AS FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED TO YOU THUS DELAYING THE PROCESSING OF THIS APPLICATION

Please email the completed application form to transportapplications@kierwsp.co.uk

Alternatively, you may post the completed application form (please allow 5 working days for delivery) to:

Northamptonshire Highways
Non-Entitled Travel Scheme
Floor 4, Riverside House
Riverside Way
Bedford Road
Northampton
NN1 5NX

NB. AN ACKNOWLEDGEMENT WILL NOT BE SENT UNLESS REQUESTED WHEN SUBMITTING THE APPLICATION FORM