

# Post 16 Transport Application Form

September 2023 to July 2024

Please complete this form if you are over compulsory school age but under 19 on 31 August 2023 or are on a course of further education which started before you reached the age of 19.

You can get another copy of this form by calling 0345 045 5208 or by printing a form from our webpage: [www.cambridgeshire.gov.uk/post16edtransport](http://www.cambridgeshire.gov.uk/post16edtransport)

**Applications are normally processed within 15 working days.**

All applications for post-16 travel assistance will be assessed on the individual circumstances including the course applied for, distance from home address and the availability of a route.

The nearest appropriate post-16 centre (NAC) is defined as the school or college that:

- regardless of county boundaries is nearest to the student's family home
- and / or where appropriate, named by the LA as the school / college catchment for the student's family address
- and offers the main essentials of the course required by the student, both in terms of type and level with regard to higher education and / or careers outcomes

## Data Protection Statement

You will be asked to provide information about yourself to enable us to log and process your request. Your personal information will be collected and used in line with Data Protection legislation to provide you with the service you request under the Council's public task and our responsibilities under the Education Act. Information will only be shared with other organisations where this is needed to provide the service you request, or if we are under a legal requirement to do so. Details will be shared with our bus pass producer Euclid and, depending on the service, the taxi provider.

Further details about how we use this data and the rights you have around this can be found on our privacy page. If you have any data protection queries, please contact the Data Protection Officer at [data.protection@cambridgeshire.gov.uk](mailto:data.protection@cambridgeshire.gov.uk)



#### 4 Low income transport

Tick **all** the boxes that apply in your case. For further information including the financial contribution information, please refer to the 'Do you qualify for help' booklet.

##### 1 You or your parents are claiming:

(remember to enclose supporting documentation, please note we cannot return original documents)

- Income Support
- Income Based Job Seekers Allowance (we **do not** accept contribution based job seekers allowance)
- Income Related Employment and Support Allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Guarantee element of State Pension Credit
- NHS Tax Exemption (confirmation of entitlement must state the expiry date)
- Universal Credit with a household monthly net income of no more than £935

**Full academic year** £425.25

**Full term** £141.75 Autumn

Spring

Summer

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#### 5 Children in care / care leavers

Please attach proof of status from a Social Worker

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#### 6 Rail

If you qualify for low-income transport we will order a rail pass for you and arrange for it to be sent directly to your home address. Please indicate below the station that you intend to travel from and your Student Connect Railcard Number.

Station travelling from

Student Connect Railcard Number

If you do not qualify for low-income transport please refer to the 'Do you qualify for help' booklet for information on how to apply.

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#### 7 Spare seats

For further information please refer to the 'Do you qualify for help' booklet.

**Full term** £278.25 Autumn

Spring

Summer

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#### 8 Amount enclosed

Cheques and postal orders must be made payable to Cambridgeshire County Council. £

## 8 Declaration by parent or guardian

It is **important** you read the declaration before signing the form.

- I confirm that the information provided is correct, that I have read and understood the form and accompanying notes which can be found in the LA's information booklet.
- I understand that if I knowingly provide false information, the pass will be withdrawn.
- I undertake to ensure that any pass no longer required will be returned immediately to the Passenger Transport Team.
- I understand that a change of address may mean that my son/daughter may no longer be eligible for assistance with transport. I will inform the Local Authority of any such changes.

Name (print)

Signature

Date

## Have you remembered to enclose...

- A passport sized photograph
- A signed cheque or postal order made payable to Cambridgeshire County Council
- A copy of your benefit documents (originals will NOT be returned)
- If you are not attending your NAC because you have been refused, a copy of the refusal letter from the college

### **Please note:**

You must allow 15 working days for your application form to be processed.

Incomplete/incorrect information submitted will result in your application being rejected.

The information may be used by the student's school/college.

### **Please complete and return to:**

Social and Education Transport Team  
Cambridgeshire County Council  
Box No. ALC2649  
New Shire Hall  
Emery Crescent  
Enterprise Campus  
Alconbury Weald  
Huntingdon  
Cambridgeshire  
PE28 4YE

Telephone: 0345 045 5208 Mon-Fri 8-6pm and Saturday 9-1pm

Email: [edtransport@cambridgeshire.gov.uk](mailto:edtransport@cambridgeshire.gov.uk) (Transport Queries)  
[post16transport@cambridgeshire.gov.uk](mailto:post16transport@cambridgeshire.gov.uk) (Eligibility Queries)

[www.cambridgeshire.gov.uk/post16edtransport](http://www.cambridgeshire.gov.uk/post16edtransport)