

**Chelmsford College  
Travel Policy  
Academic Year 2010/2011**



All full-time Further Education students may apply to use the Travel Scheme provided they are enrolled on a funded full-time programme of study and travelling from the areas covered.

The policy covers travel using a variety of local **First Essex Buses** Ltd commercial service routes, some **Essex County Council** subsidised local services and selected **National Express Railway** routes.

Special discounted rates have been arranged with National Express railway and prices vary. Stations covered by the scheme are Ingatestone, Hatfield Peverel, Brentwood, Shenfield, Witham, Braintree, Kelvedon, Colchester and Clacton. For information on costs from other stations please see contact details below.

**We would stress that it is an individual's responsibility to check that the service required is covered by the scheme as we are unable to cross check every application on your behalf.**

The cost will be -	Zone 1	£130 per term	Please see enclosed flyer for Zone information
	Zone 2	£145 per term	
	Zone 3 & 4	£160 per term	

Payable by -	Autumn term	At enrolment
	Spring term	By 3 December 2010
	Summer term	By 18 March 2011

Reminders for termly payment will be sent. All contributions are non refundable fixed fees with cheques made payable to Chelmsford College

- In line with the college parking permit policy, applications for travel passes will only be accepted if you live more than 1.5 miles from the campus on which you will study.
- The travel pass will be ordered on completion of your enrolment and the termly contribution made in full.
- **If you are under 19 with either you or your family receiving benefits and you are applying to attend the nearest school/college offering the course, free transport may be available from Essex County Council.** For more information please contact Post 16 Transport on 0845 603 2200, email to [student.support@essex.gov.uk](mailto:student.support@essex.gov.uk) or download an application form at [www.essex.gov.uk/studentsupport](http://www.essex.gov.uk/studentsupport)

Please turn over.....

- **If Chelmsford College is not your nearest school/college, you will be expected to meet the contribution towards the transport costs.**
- Over 19 and receiving relevant benefits\* or a low income – help with transport costs may be available. Applications will be individually assessed. Benefit or low income evidence must be provided.
- The college will endeavour to have the pass available during the first teaching week of term (which may not include induction).
- A pass can still be ordered if the full termly payment or (if over 19) an application for assistance is received after the start of term.
- A travel pass will only be released on production of the college receipt and a passport size photo for the photocard.
- In exceptional circumstances applications for assistance with the contribution will be considered and assessed individually within Discretionary Learning Support Fund guidelines.
- To prevent delays payments for the Spring and Summer terms must be received by 3 December 2010 and 18 March 2011. Later payments will still be accepted but may result in passes not being available for the start of the relevant term.
- **The scheme is heavily subsidised and therefore the college does not offer refunds should you withdraw from your course, or any other payments (i.e. reimbursement for delays in receiving passes, replacement of lost passes or expenses incurred if the pass is lost or stolen). Replacements can be ordered from the appropriate travel operator.** More details will be available when the first pass is collected.
- In accordance with the Data Protection Statement, the College agrees to share information with the travel operators.

\*Relevant benefit evidence - Income Support (dated to within one month), JSA (currently dated), Employment and Support Allowance (must be income related and dated to within one month – subject to Government review), Housing/Council Tax benefit (dated to within one month), Working Tax Credits with income used to calculate the tax credits not exceeding £15,050 - subject to Government review (most recent award notice which must be dated to within 6 months) or Pension Credit must include Guarantee Credit (most recent award notice which must be dated to within 6 months).

For more details or further information please contact Lynne Sterry on 01245 265611 ext 3404 or email to [sterry@chelmsford-college.ac.uk](mailto:sterry@chelmsford-college.ac.uk)

All financial assistance is subject to the availability of funds.

This Policy applies to the academic year 2010/2011 and is reviewed annually.