

Please research transport provision carefully to establish the most suitable for your needs.

If you are under 19 you can apply to **Essex County Council**. If either you or your family receive benefits and Chelmsford College is the nearest place offering the course, transport may be free. For more information and costs contact Post 16 Transport on 0845 603 2200, email to student.support@essex.gov.uk or download an application form at www.essex.gov.uk/studentsupport

Students (under 19) who require financial assistance with transport costs **must**, in the first instance, apply to ECC.

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

Please note railway 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.

Termly cost will be –	Zone 1	£135 per term	Please see enclosed flyer for Zone information
	Zone 2	£150 per term	
	Zone 3 & 4	£165 per term	

Payable by –	Autumn term	At enrolment By 2 December 2011 By 16 March 2012
	Spring term	
	Summer term	

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.

Please turn over.....

- The college will endeavour to have the pass available during the first teaching week of term (which may not include induction). To prevent delays payments for the spring and summer terms must be received by the dates shown.
- A pass can still be ordered if an application is received after the start of term.
- A travel pass will only be released to Learners with their College ID cards. A passport sized photograph will be required for bus passes.
- In exceptional circumstances refunds will be considered. This will be subject to a £15 College administration fee plus any further charges made by the travel operator.
- There will be no reimbursement of expenses incurred for delays in receiving passes or if the pass is lost or stolen.
- Replacement passes can be ordered from the appropriate travel operator. Information will be provided with your travel pass.
- In accordance with our Data Protection Statement, the College agrees to share information with the travel operators.
- Financial assistance may be available from discretionary Learner Support Funds (dLSF) to help towards travel costs. For eligibility criteria please refer to the relevant dLSF Policy & Guidance.
- **If Chelmsford College is not your nearest school/college, you will be expected to meet the contribution towards the transport costs.**

All financial assistance is subject to Government guidelines and the availability of funds.

For more details or further information please contact Lynne Sterry on 01245 265611 ext 3404 or email to sterryl@chelmsford-college.ac.uk

This Policy applies to the academic year 2011/2012 and is reviewed annually.