



**KING
GEORGE V
COLLEGE**

Travel Passes and Funds Policy and Procedures 2018-19

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1. Policy Statement

1.1 Southport College and King George V College, henceforth known as “the College”, are committed to providing financial support for students in a range of ways under the guidance of Education and Skills Funding Agency (ESFA). As part of this process the College will operate a Travel Pass and Travel Funds scheme.

2. Scope of the Policy

2.1 All full time students at Southport College, with the exception of those identified in 2.2, will be eligible to *apply* for a travel pass.

2.2 Students in the following categories are not eligible for travel passes or travel subsidies:

- Students on Higher Education Courses
- Students on Waged Apprenticeships
- Students in prison or a young offender institution or who have been released on temporary licence e.g. day release
- Students on part time courses

3. Eligibility criteria for Travel Passes

3.1 The table below outlines and categorises the various age groups.

Walking Distance	Age	Eligibility
3miles +	16-19	All
1 2-3 miles	16-19	Means tested
1 2 miles +	19+*	Means tested

** Students enrolled on a Level 3 or above loan funded course that are liable for tuition fees are eligible to apply only if they have taken out an Advanced Learner Loan.*

3.2 Distances must be the shortest walking distance, as measured by Google maps.

3.3 For means testing household income must be less than £35,000 or be in receipt of means tested benefit.

3.4 For those students aged 16-19, in receipt of the £1,200 bursary, part of their award will be used to cover the full cost of the pass. All other 16-19 year old students will be eligible for a pass however they will be required to have their household income assessed to allow the College to use funds from appropriate funding streams.

3.5 For full details of the funds please see 16-19 Bursary Fund Policy and Procedures 2018/2019.

3.6 For students 19+ the full cost of the travel pass, will be funded through the 19+ Learner Support Fund or Advanced Learner Loans Bursary Fund. Students must be able to demonstrate they are within a priority group, on a means tested benefit or have a low income as defined in the guidance.

3.7 For full details of eligibility groups please see 'Discretionary Learner Support Fund Policy and Procedures 2018/2019 and 'Advanced Learner Loans Bursary Fund Policy and Procedures 2018/2019.

4. Types of Passes

4.1 Student will be issued with the most cost effective pass from Arriva, Stagecoach or Merseyrail Electrics. The College will look to fund the cheapest single form of transport. Trio passes are not available on request but will be allocated as and when deemed essential by the College.- Where students live in an area not covered by the passes listed they are able to apply for travel funds (see section 6).

5. Withdrawal from a course

5.1 If a student withdraws from or does not start their course they must return their travel pass within:

- 2 weeks of the course start date (in the case of a student not starting the course)
- 2 weeks of leaving the course
- 2 weeks of transferring to a part time course

5.2 Passes must be returned by hand to the Student Information Centre or sent 'recorded delivery'.

5.3 Any student who fails to return a pass to the College will be invoiced for the full cost of the pass, which can be in excess of £600.

5.4 Students must also inform the College if their address changes prior to the pass expiring as entitlement to the pass may be affected and students will be liable for any lost rebate.

6. Lost, stolen or destroyed tickets

- 6.1 If a ticket is lost, stolen or destroyed students must inform the College immediately and request a form to apply for a duplicate ticket. The cost of a duplicate ticket will vary from no charge to £25 (Arriva and Stagecoach), depending on the type of ticket issued and the policy of the individual ticket issuer, and must be paid for by the student. A duplicate ticket will be issued approximately 2 days after receiving the duplicate application form and fee. Once the duplicate ticket is issued, the fee is non-refundable. Travelling expenses incurred whilst waiting for the duplicate ticket will not be refunded.
- 6.2 Only 1 duplicate ticket can be issued within an academic year. Where passes are reported lost or stolen within the later part of the term, duplicates may be refused if it is cost prohibitive.

7. Eligibility for Travel Funds

- 7.1 For full time students who live outside of the areas where passes are available the College operates a limited subsidised travel costs fund for students. Funds are limited and therefore this fund is allocated on a first come first served basis.
- 7.2 Students must meet the following criteria:
- Enrolled on a full time Southport College course
 - Live more than 1 ½ mile from College (measured by shortest walking distance on google maps)
 - Not able to apply for a travel pass
 - Not entitled to assistance with travel costs from another source
 - Household income will be assessed as per travel passes for all age groups of students
- 7.3 Students in receipt of the £1,200 bursary are not eligible to apply for Travel Funds. As travel funds are provided within the allocated bursary amount or as students are expected to use their bursary payments to assist with travel funds
- 7.4 For students living in Burscough and the surrounding area they can apply for the cost of their return ticket up to a maximum of £1054.50 (£5.70 x 5 days x 37 weeks)- If students are eligible they will be issued 5 half termly payments linked to attendance. The first payment will be made during the first half term. Subsequent payments will be linked to attendance for the previous half term:
- 90% attendance or above – full amount payable
 - 75% – 89% attendance – 50% of half-termly allocation to be paid
 - Below 75% - no funds to be paid.
- 7.5 For students aged 19+ applications can be made to the Discretionary Learner Support fund for assistance with other travel expenses e.g. petrol, 15p per mile per timetabled day (this will be capped at the cost of the cheapest ticket / pass available on public transport.)

8. Application Process and Documentary Evidence

- 8.1 The application process for both funds will be open throughout the summer period and September, although applications will not be processed until students enrol. Students will need to complete an application form. Any applications outside of this period will need to take into consideration students' circumstances and level of funds remaining.
- 8.2 Documentary evidence is required to make an assessment of income and / or identification of being in a priority group (as laid down in the ESFA guidance). This could be pay slips, P60, proof

of earning for self-employment, bank statements, Universal Credit Award Notice, Tax Credit Award Notice, proof of benefits (letters from DWP / Job Centre) this list not exhaustive. In the case of young people in care/care leavers they will need a letter of confirmation from the local authority.

- 8.3 The 'application date' will be the date the completed form is received along with all relevant documentation. Applications will be processed within 3 term time weeks from completed application and photograph being received.

9. Appeals

- 9.1 Any student, who is dissatisfied with the decision made regarding the allocation of a travel pass or travel funds, may appeal in writing to the Head of Central Services within 15 term time days of receipt of letter.
- 9.2 The Head of Central Services or Student Finance Administrator will present the information to the panel. The Appeals Panel will be made of a member of the College Executive team and 2 managers.
- 9.3 The student will be informed of the decision of the Panel within 10 term time days of receipt of the letter of appeal.

10. Essential Elements

- 10.1 This policy and procedures will operate as a transparent, consistent system, with clear criteria for eligibility, allowing funds to be targeted to those students in financial hardship within the ESFA guidelines. This is ensured by:
- Procedures / guidelines for staff, updated annually
 - Staff training and development meetings
- 10.2 A variety of methods will be used to publicise the availability of travel passes and subsidies, including the application procedure and appeals procedure. This includes:
- Financial information booklet – updated annually, available on line and within the Student Information Centre
 - Face to face guidance via the Student Information Centre or by email at and via guidance@southport.ac.uk
 - Admissions / offer letters
 - Information from admissions tutors at interview
 - Information at the point of enrolment
 - Information at Induction
 - Posters and LCD information advertising funds

11. Data Collection and Protection

- 11.1 All documents are held for the assessment of eligibility to the fund and audit purposes only. All information will be stored securely and treated sensitively. All documents will be kept for 6 years.
- 11.2 The College will comply with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) by ensuring that personal data collected in relation to this policy is:
- Collected and processed lawfully, fairly and transparently for only specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those

purposes. Further processing for archiving purposes in the public interest, research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.

- Adequate, updated and relevant and not excessive for the purposes it was collected.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. Including not being transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed. Personal data may be stored for longer periods solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

12. Confidentiality

12.1 The Data Protection Act and GDPR are not only restrictions on disclosure of information about the College, they are bound by a common law duty of confidentiality. This duty prevents the College from releasing information about students or other stakeholders, without their consent. This duty applies to manual records as well as information held on computers.

12.2 Information which must be treated as confidential includes the names and addresses of students and any other information about them which is not publicly known, i.e. “personal data”. Accordingly, to ensure that the College does not breach its duty, no information, even if it only exists in printed form, should be disclosed unless all the relevant procedures have been followed.

13. Other Sources of Funding

13.1 The College operates or has links to a number of other sources of funding. For further details of any of the funds listed below please contact the Student Information Centre.

- 19+ Discretionary Learner Support Fund (Including 19+ Childcare funding)
- 16-19 Bursary Fund
- Advanced Learner Loans Bursary Fund
- Care to Learn
- Professional and Career Development Loan
- Support via Student Loans Company (HE Students)
- Disabled Student allowance (HE Students)

14. Other Relevant Documents

14.1 The following College documents provide links to this policy:

- Attendance Policy
- Maintaining Student Responsibility (Academic Procedures)
- Equality and Diversity Policy