

APPLICATION FOR WRITTLE UNIVERSITY COLLEGE MINIBUS TRANSPORT 2017 / 18

STUDENT SURNAME:			
STUDENT FIRST NAME(S):			
AGE: *see notes overleaf	DATE OF BIRTH:		
HOME ADDRESS:	POST CODE:		
CONTACT DETAILS:	TELE: (HOME)	MOBILE: (PARENT)	
EMAIL ADDRESS:		MOBILE: (STUDENT)	
COURSE TITLE: *see notes overleaf	STUDENT NUMBER:		

Please tick box if you would like further correspondence sent by email :

PLEASE TICK PREFERRED PICK-UP POINT

(Locations, times of pickup can be viewed on the Writtle University College Transport web site www.writtle.ac.uk)

SOUTHEND

Southend Victoria Station	<input type="checkbox"/>
Rayleigh Station	<input type="checkbox"/>
Wickford Station	<input type="checkbox"/>

GRAYS/THURROCK

Grays, Lodge Lane	<input type="checkbox"/>
Chadwell St Mary	<input type="checkbox"/>
Linford	<input type="checkbox"/>
Stanford le Hope	<input type="checkbox"/>
Basildon	<input type="checkbox"/>
Billericay	<input type="checkbox"/>

B.STORTFORD / DUNMOW

Sawbridgeworth	<input type="checkbox"/>
Bishops Stortford Station	<input type="checkbox"/>
Takeley	<input type="checkbox"/>
Great Dunmow	<input type="checkbox"/>
High Roding	<input type="checkbox"/>
Leaden Roding	<input type="checkbox"/>

HARLOW/EPPING

North Weald	<input type="checkbox"/>
Epping - Hospital	<input type="checkbox"/>
Harlow – Southern Way	<input type="checkbox"/>
Harlow – Staple Tye	<input type="checkbox"/>
Harlow, Sumners Estate	<input type="checkbox"/>
Harlow, The Stow	<input type="checkbox"/>
Old Harlow - Marks Hall Sch.	<input type="checkbox"/>
Hatfield Heath	<input type="checkbox"/>

HORNCHURCH

Hornchurch, High Street	<input type="checkbox"/>
Roneo Corner	<input type="checkbox"/>
Romford Town Hall	<input type="checkbox"/>
Gallows Corner	<input type="checkbox"/>
Harold Hill	<input type="checkbox"/>

*PLEASE NOTE THAT SOME OF THE ROUTES ABOVE MAY HAVE LIMITED AVAILABILITY. PLEASE CONTACT THE TRANSPORT DEPARTMENT FOR AVAILABILITY BEFORE SUBMITTING AN APPLICATION AND SENDING PAYMENT.

PLEASE READ IMPORTANT INFORMATION ON REVERSE

TRANSPORT FEE – 2017/18

The total fee for the minibus service is £1075.00 for the Academic Year.

- The fee is split into three payments.
- First payment of £420.00 on booking of a seat.
- Second payment of £320.00 is payable by 6 November 2017
- Final payment of £335.00 is payable by 09 February 2018

The minibus fee is broken down into three payments and not into term time payments. So the above dates state when payments will need to be made by.

A full refund will be granted on the booking fee if the place is cancelled prior to the start of the academic year on 4 September 2017 by contacting the Transport Department. From the period 4 September 2017 – 2 October 2017 a refund will be granted with the deduction of £30.00 administration charge and the cost of the transport that as already been granted. After the 2 October 2017 no refund will be granted of the booking fee.

Payment Details

Please send this completed application form together with the Payment Details Form and first payment of £420.00 as soon as possible to avoid disappointment as places are limited.

Places on the buses will be allocated on a first come first served basis. Should the relevant bus be full when you application is received you will be contacted and your name will be put on the waiting list for the first available place.

Please note that a place on the service cannot be secured unless the first payment as been made.

Due to the high financial cost of the minibus service we provide, no fee will be refunded after 2 October 2017.

Please note that if the minibus does not run as result of adverse weather or College closure no fee will be refunded.

Notes

- * Places on the minibus service are allotted with priority to any full time **Further Education** students aged 16 but under 19 years of age prior to the beginning of the first year of the course.

This service is available to part-time students depending on availability. Please contact the Transport Department at the end of September 2017 for any available seats.

Term dates of Minibus Service.

04 September 2017 to 20 October 2017	19 February 2018 to 29 March 2018
30 October 2017 to 15 December 2017	16 April 2018 to 24 May 2018
03 January 2018 to 09 February 2018	04 June 2018 to 22 June 2018

The College reserves the right to withdraw any service should circumstances render that service untenable.

If you have any queries relating to your travel, please do not hesitate to contact the Transport Office: Tele: 01245 424262.

Email: transport@writtle.ac.uk