

APPLICATION FOR WRITTLE UNIVERSITY COLLEGE MINIBUS TRANSPORT 2018/19

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 – PLEASE CONTACT THE TRANSPORT OFFICE FOR AVAILABILITY ON THIS ROUTE.

Southend Victoria Station	
Rayleigh Station	
Wickford Station	

GRAYS/THURROCK

Grays, Lodge Lane	
Chadwell St Mary	
Stanford le Hope	
Basildon	
Billericay	

B.STORTFORD / DUNMOW

Sawbridgeworth	
Bishops Stortford Station	
Takeley	
Great Dunmow	
High Roding	
Leaden Roding	

HARLOW/EPPING

North Weald	
Epping - Hospital	
Harlow – Southern Way	
Harlow – Staple Tye	
Harlow, Sumners Estate	
Harlow, The Stow	
Harlow – Mark Hall School	
Harlow, Hatfield Heath	

We will hold this information securely and use it to provide the minibus service. For more information about how we use your data, please see www.writtle.ac.uk/Privacy-and-Cookies

PLEASE READ IMPORTANT INFORMATION ON REVERSE

TRANSPORT FEE – 2018/19

The total fee for the minibus service is £1105.00 for the Academic Year.

- The fee is split into three payments.
- First payment of £430.00 on booking of a seat.
- Second payment of £330.00 is payable by 30 November 2018
- Final payment of £345.00 is payable by 1 March 2019

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 3 September 2018 by contacting the Transport Department. From the period 3 September 2018 – 1 October 2018 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 1 October 2018 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 £430.00 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 1 October 2018.

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.

* Students on Higher Education courses may apply for any available seats in September 2018. Please note Higher Education courses term dates differ from Further Education courses and this service only operates in FE term dates. Please consult dates of service below.

*** This service is available to part-time students depending on availability. Please contact the Transport Department at the end of September 2018 for any available seats.**

Term dates of Minibus Service.

03 September 2018 to 19 October 2018	25 February 2019 to 5 April 2019
29 October 2018 to 19 December 2018	23 April 2019 to 24 May 2019
03 January 2019 to 15 February 2019	03 June 2019 to 21 June 2019

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