

FE Support Fund Application Form 2017-18

Please return fully completed form with supporting household income evidence to Student Finance Office – Room L25 from **19th September 2017**

Part 1. Student Details		Student Number <i>on your offer letter or student card</i>
First Names	Surname / Family Name	
Date of Birth	Age on 31 st August 2017	
Home Address	Home Phone Number	
	Mobile Phone Number	
	Email	
Postcode		
Name of Course		
<i>APPRENTICESHIPS do NOT qualify for Bursary Funding</i>		
Have you been resident in the UK and Islands for the whole of the three year period preceding your course, other than for the purpose of full-time study? Yes <input type="checkbox"/> No <input type="checkbox"/> if 'NO' please give the date you moved to UK :		
Level 1 Bursary criteria:		
If any of the following circumstances apply to you the student (not parent), then please tick the appropriate box		
<ul style="list-style-type: none"> • Aged 16 - 17yrs and 'in care' <input type="checkbox"/> <i>Official letters as supporting evidence will be required</i> • Aged 16 - 18 and 'leaving care' <input type="checkbox"/> • Aged 16 - 18 and receiving 'Income Support' or 'Universal Credit' <input type="checkbox"/> • Aged 16 - 18 and receiving either: 'Employment Support Allowance' or 'Universal Credit' PLUS either: 'Disability Living Allowance' or 'Personal Independence Payments' <input type="checkbox"/> 		

Part 2. Parents' or Guardians' Details <i>only if student applicant is aged under 19 years</i>	
Surname	Title and First Name
Address (if different from above)	Contact Telephone Numbers
Postcode	Contact email

Part 3. All students - please state who you live with and their relationship to you		
Name	Relationship to you, e.g. mother, father, brother, sister, partner, friend, lodger etc	Age if under 16 yrs

Part 4. FREE 'SCHOOL' MEAL entitlement <i>supporting evidence will be required</i>
Aged 16-18 on 31 August 2017 - Did you receive Free School Meals in your last year at school Yes / No See Part 5 overleaf – parents currently in receipt of one of the starred items * listed overleaf, and have an annual gross household income of no more than £16,190 will be eligible.
Aged 19-25 on 31 August 2017 - Do you have a Learning Difficulty Assessment (LDA) Yes / No Do you have an Education Health and Care Plan (EHC Plan) Yes / No

Part 5. Income Details (for household)				
Please tick which group your household income falls into:	Up to £16,190 pa <input type="checkbox"/>	£16,191 to £20,187pa <input type="checkbox"/>	Over £20,188 pa <input type="checkbox"/>	
Please indicate which of the following benefits and / or income you are currently in receipt of. Please send the evidence as requested below. <i>Please tick ✓ all that apply</i>				
Type of Income	Student 19 yrs +	Parent(s) / Guardian(s)	Partner / other	Evidence Required <i>Photocopies preferred where possible please</i>
Income Support or Universal Credit *				An award letter which is less than 3 months old on the date of application
Jobseeker's Allowance (Income Based) *				
Child Tax Credit * or Working Tax Credit				ALL Pages of your 2017-18 Tax Credit Award letter 'OUR PREFERRED EVIDENCE'
Pension Credit (Guarantee credits only) *				An award letter which is less than 3 months old on the date of application
Employment Support Allowance * AND D L A or Personal Independence Payments				
Support under part V1 of the Immigration and Asylum Act 1999 *				Documentary evidence
Earned income with no additional benefits				Include last 3 monthly wage slips or last 6 weekly wage slips
Self-employed earnings with no additional benefits				Audited accounts or official tax return (SA302)
19+ Applicants only - Do your parents support you financially? <i>Please circle which applies</i> if YES - Please provide household evidence from above - if NO - Please provide last 2 months current bank account statement(s) showing all income and outgoings for yourself and your partner if applicable.				

N.B. If you don't have the specified evidence, please contact the Bursary Fund Administrator to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply to you.

Part 6. Residential Support : <i>Please attach invoice or rent payment receipts as evidence</i>					
<input type="checkbox"/> I am requesting help with accommodation costs. I am currently living in ...	WUC Halls of Residence	Term-time Lodgings - Private	Please state how much help you are requesting?		
			Autumn Term £	Spring Term £	Summer Term £
Private Landlord – Bank Account Holder Name:			Bank:		
Sort Code:			A/C No:		
Rent assistance will be paid directly to WUC or your Landlord on your behalf, if it is approved and awarded to you.					

Part 7. Travel Support : <i>Please attach a used ticket, receipt or invoice as evidence</i>		
How many days per week do you attend -	I attend WUC _____ days per week	I attend Work Placement _____ days per week
I travel to WUC & Work Placement by:	Rail <input type="checkbox"/> <i>see student travel discount offer on page 10</i> Bus <input type="checkbox"/> WUC Outreach Mini-bus* <input type="checkbox"/> <i>* Please provide a letter or email showing that you have been declined Post 16 Transport by your local authority (see page 5 (Part 7) & page 6).</i>	Cost of transport to & from WUC ? per Day / Week / £ : Term / Year
		Cost of transport to & from Work Placement ? per Day / Week / £ : Term / Year
Car Travel only - <i>Average travel distance will be checked using GOOGLE Maps</i>	I travel _____ miles to WUC (one way) approx.	I travel _____ miles to Work Placement (one way) approx.
	<i>Office Use:</i> $X \ 2 = \text{_____} \times \text{_____} \text{ days} = \text{_____} \text{ mls} \times \text{_____} = \text{£} : \text{ per Week}$	

Writtle University College - Support Fund Application Form 2017-18

Part 8. Childcare Support: <i>for applicants aged over 20 years – if you are under 20 yrs please see Care to Learn page 7</i>			
Required for:	Age	D. O. B.	Please state Cost of Childcare per week:
1. Child's Name		/ /20	
2. Child's Name		/ /20	
3. Child's Name		/ /20	
Childcare Provider Details:			Are they OFSTED Registered? Yes / No
Name: Address:			Please provide a copy of the invoice or receipt with the Childcare Provider letterhead showing the OFSTED Reg No.
Provider e.mail:		Provider Tel No:	
Bank Account Name:		Name of Bank:	
Bank Account Number:		Sort Code:	

Part 9. Equipment : <i>Fund Rules permitting - equipment may be purchased and 'loaned' to you</i>		
<p><u>N.B.</u> not all Funds allow equipment assistance – Panel will check and assist if Rules permit. Please list all of the equipment / books / printer credits etc that are necessary for your course – please attach a list if one has been provided. Please state clearly how much you are requesting and include receipts if the items have already been purchased. Continue on a separate sheet if necessary. *Laptops must be returned in the condition as issued or the replacement value will be sought.</p>	Item:	Cost:
	BOOKS:	
	SPORTS or SAFETY CLOTHING & EQUIPMENT & TOOLS:	
	PRINTER CREDITS: (£5 / £10 / £20)	
	FLORISTRY RESOURCES:	
	OTHER – please list on a separate sheet if required:	
	TOTAL	£ :
	A small number of *laptops are available to loan – please indicate if this service is required for your course?	Yes

Part 10. Meal Provision : <i>One meal can be provided for each day you are in WUC or Work Placement</i>			
The total value of meals ordered will be deducted from the Bursary awarded to you – see table page 8			
<u>Cafeteria Meal Award</u> @ £4 per day	I would like to order a cafeteria meal for _____ days per week	<u>Work Placement or Lunch Money</u> @ £3 per day	I would like to order WP lunch funds for _____ days per week
FREE 'SCHOOL' MEALS * see page 1 (Part 4), page 2, page 7 and page 8		I think I may be eligible please tick	

Part 11. Other : <i>Please give full details below or attach a separate sheet</i>	
Please give full details e.g. Study Tour cost, or exceptional hardship circumstances	£ : One single payment OR per week / per term ? (please circle)

Part 12. Staff Recommendation Ask your Course Manager to complete this section and to return it to YOU ASAP please			
Course Manager's Comment:			
Attendance and commitment is: Excellent / Good / Satisfactory / Poor / Unknown			
** Equipment Loan Scheme (e.g. Laptop) would / would NOT be applicable for this course			
This course requires students to attend Writtle University College (WUC) campus for:-		Days per week	
This course requires students to attend a Work Placement for :-		AUTUMN Work Placement days per wk OR days per term	SPRING Work Placement days per wk OR days per term
Staff Name : (Please print)		I support / Do NOT support this application	
		This student is / is NOT on an Apprenticeship / is on Stand Alone	
Signed:		Date:	Please return this form to the student ASAP please

Part 13. APPLICANTS BANK DETAILS:																		
Full Name of Account Holder: This MUST be the name of the student applicant – otherwise please see (v) in Guidance Notes page 7.																		
Name of Bank or Building Society:																		
Bank Account Number:												Sort Code:						
or																		
Building Society Roll Number:																		

Part 14. List Your Order of Priority					
To help the Bursary Panel consider your award, please number the sections below with your most urgent need as number 1 and your least urgent need as number 6.					
Residential		Travel		Meals	
Childcare		Equipment		Other	

Part 15. Declaration		
I am aged 19 years or more enrolled on a L3 course and have applied for an Advanced Learning Loan	Yes / No	<i>Office Use:</i> Received / Awaiting Approval / Approved
I am aged 19 years or more on a L2/3 course and am applying to Admissions for Fee Remission OR I have been granted Fee Remission	Yes / No Yes / No	<i>Office Use:</i> Qualifies / Does NOT Qualify
I am NOT on an APPRENTICESHIP programme	<i>Please tick which ← applies →</i>	I am on a STAND ALONE programme
I / We certify that all of the information given here is correct and I understand that Writtle University College (WUC) has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information, do not complete my course, or do not return undamaged loaned equipment, or do not comply with the following standards:		
<ul style="list-style-type: none"> Maintain the expected levels of attendance (90%) as required for my course and by WUC Maintain a good standard of behaviour towards all staff and fellow students Continue to apply myself to the study required for the course 		
I understand that an award from the fund could impact on my benefit eligibility and that it is my responsibility to advise the DWP Benefits Agency of any support that I am / my family are currently receiving.		
Signature of Student :		Date:
Signature of Parent / Guardian: <i>if applicant is aged under 19 years</i>		Date:

Writtle University College - Support Fund Application Form Guidance Notes 2017-18

STUDENT CHECKLIST - PLEASE KEEP THIS SHEET FOR YOUR OWN REFERENCE

Please tick ✓

Part 1 - <u>Level 1 Bursary</u> only – A recent official letter from your local authority as supporting evidence for one of the required listed criteria will be required.	
Part 5 - Provide <u>household Income evidence</u> – a 2017-18 Tax Credit letter is our preferred form of evidence, which shows ‘Total income for the previous tax year’ OR copies of all current Bank A/C statements of the parents / guardians for the last two months are required, the same applies for students aged 19yrs and over, bank statements for the student and their partner (if applicable).	
Parts 6 -11 - Please include any relevant <u>receipts</u> , used travel tickets or invoices.	
Part 7 – <u>Writtle Outreach Mini-bus fee</u> assistance only, you MUST attach a letter or email stating that you have applied and do not qualify for the Post 16 Transport Scheme – for further details of the Scheme and to apply go to: Essex - www.essex.gov.uk/schooltransport Southend - www.southend.gov.uk/etc Thurrock – email education@thurrock.gov.uk Havering & Herts - no assistance given	
Part 10 - <u>Free Meals eligibility</u> – Please include current benefit letter(s) as starred * on page 2	
Part 12 – <u>Staff Recommendation</u> completed? Has your Course Manager completed and signed this section?	
Part 13 - Have you completed the <u>Bank or Building Society account</u> details?	
Part 14 - Have you (and parent / guardian) understood and <u>signed the Declaration</u> ?	
Essential ‘sections’ are indicated by a grey header →	Please complete all of these sections
<p>Please note that - Only fully completed applications accompanied by correct and current supporting evidence will be considered.</p> <ul style="list-style-type: none"> • Please check your student email account for any messages concerning your application, or call-in to Student Finance (Main Building - Room L25) in person. • Fully completed and checked applications will be considered at the next monthly meeting of the Fund Panel (see page 9). • Awards will only be paid to qualifying students who meet the standards as listed in the Part 14 Declaration. 	

Student Name: _____ Date handed in: _____

Application checked by: _____ Student Finance Panel Date: _____

Confidentiality Statement - The information that you have provided on this form will be treated in the strictest confidence. The Local Authority and Funding Agencies require returns of basic data for audit purposes. N.B. This doesn't include any personal financial information you may have provided. Otherwise disclosure will be made only to those persons exercising the necessary responsibility for the control of the funds.

Please return this form in person together with household income evidence for checking and processing to:

Student Finance, Main Building, Writtle University College, Lordship Road, Chelmsford CM1 3RR
If you need any information or support please contact: Student Finance
Email: Pauline.Limn@writtle.ac.uk Tel: 01245 424228

Dates of Bursary Panel Meetings 2017-18		
Autumn Term	Spring Term	Summer term
26 September 2017	23 January 2018	17 April 2018
17 October 2017	20 February 2018	15 May 2018
21 November 2017	20 March 2018	5 June 2018
12 December 2017		
<p>These dates are approximate; all efforts will be made to keep to these dates but may be affected by circumstances beyond our control. Please keep in contact with Student Finance either in person or by email to be sure you are kept informed. Student.finance@writtle.ac.uk</p>		

Bursary Payment Dates 2017-18		
1.	08/09/17 = 7 weeks	Autumn
2.	25/10/17 = 7 weeks	
3.	27/12/17 = 6 weeks	Spring
4.	14/02/18 = 6 weeks	
5.	11/04/18 = 6 weeks	Summer
6.	30/05/18 = 3 weeks	
<p>Payments are made pro-rata according to the number of weeks per half term.</p>		

Writtle University College (WUC) Bursary Guidance Notes

16-18 Level 1 Bursary – up to £1,200 pa Mandatory award to students who fulfil one of the following criteria themselves

- in care
- leaving the care system
- in receipt of Income Support or Universal Credit
- in receipt of either Employment Support Allowance OR Universal Credit **and**
either Disability Living Allowance OR Personal Independence Payments

16-18 Discretionary Bursary Awarded to students experiencing hardship, for specific items. The following group has been given as an example for guidance: - family / household income of £20,187 pa or less.

16-18 & 19+ Residential Bursary - Awarded to students aged 18yrs and over experiencing hardship, where the course is not available locally, or regular unsociable hours are required for the course, 'Hall' fees assisted up to £4,000pa. Private term-time lodging fees can be assisted for 16-18 and 19+ students.

Free Meals * - Further Education students may qualify for £2.41 towards the cost of a meal per WUC attendance day, targeted at the starred * groups in [Part 5](#) with a household gross annual income of £16,190 or less. WUC may choose to subsidise from the 16-19 Bursary Fund whilst funds permit. Lunch subsistence money can be provided for Work Placement days.

19+ Hardship - Awarded to students who are experiencing hardship. Supporting evidence of income preferably copies of bank account statements for the last 2 months will be required, for student and partner if applicable, or household income evidence if still financially supported by parents. It can assist with hardship, travel, lunches, childcare and residential support, but equipment assistance only applies if fee remission is not applicable to you.

Care to Learn – For students aged under 20 yrs at 31/08/17, who require assistance with childcare costs. Childcare must be with an OFSTED registered provider only. Applications are made externally via C2L@studentbursarysupport.co.uk or phone: 0800 121 8989

20+ Childcare – Awarded to learners ages 20 yrs or over who are at risk of not participating or remaining in learning as a result of barriers to access childcare. Childcare must be with an OFSTED registered provider only.

ALL Bursary - Awarded to help vulnerable and disadvantaged learners who have an Advanced Learning Loan*. Priority for funding is Additional Learning Support, it can also assist with hardship, travel cost, childcare and residential support, but NOT equipment costs. Financial evidence required as for the 19+ Hardship. * [Gov.UK Advanced Learning Loans](#)

(i) An independent Review Panel will meet once a month to consider fully completed applications on their individual merit. The Panel will determine the Bursary category and the funding to be allocated to successful applicants. The Panel will assess each application as fairly as possible based on the information supplied. Funds will be awarded in accordance and within the constraints of the Education Funding Agency & Skills Funding Agency Guidelines (and within the limited funds available). Learners who are eligible for support are not automatically entitled to it. Apprenticeships do NOT qualify for Bursary funding.

(ii) Equipment costs may only be supported by the 16-18 Bursary. Equipment loaned to students must be returned undamaged to Student Finance, or replacement costs will be sought from them.

Course fees may only be supported by 19+ DLSF where Fee Remission or the Advanced Learning Loan does not apply and only for cases of extreme hardship. Please check eligibility with Student Finance.

(iii) All funding is attendance (90%), behaviour and application to study related, as per the declaration signed in Part 14. Standards will be monitored regularly and funding will be reviewed, withdrawn or re-claimed if the required standards are not met.

(iv) Bursaries are awarded to students to specifically pay for named costs (meal cards, printer credits, halls, childcare etc.) on a half-termly basis and where possible they are paid for directly on their behalf (providing the above standards are met).

(v) Students must have their own bank account or provide a letter stating the third party name together with their bank details and this letter must be signed by the student themselves in the presence of a member of staff in Student Finance, who must also sign to acknowledge your request.

(vi) It is your responsibility to inform the Department for Work and Pensions about any Bursary or Support Fund awarded to you as this may affect your eligibility for some benefits.

(vii) It is the responsibility of the applicant to notify Student Finance if their situation changes in any way that could affect their Bursary award e.g. increase or reduction of household income, or a State Benefit etc.

(viii) Assistance with payment of Outreach Mini-bus fees MUST be accompanied by a copy of an email or letter from your Local Authority (LA) stating that the LA have declined providing financial assistance with your travel costs to WUC.

(ix) Learners may re-apply by letter or email to the Administrator of the Fund if experiencing further hardship. Learners may Appeal against decisions made by the Panel in writing to: The Bursary Fund Administrator, Student Finance Department, to be heard by the Appeal Board within 10 working days. The decision of the Appeal Panel will be final.

(x) The Funds are cash limited and can only be allocated whilst funding is still available. Funding cannot be guaranteed.

Bursary Payment Examples :-

Criteria	16 – 18 Level 1 VYP Bursary
Aged 16 – 18yrs and: * in care * leaving care * receive Income Support / Universal Credit * receive ESA or Universal Credit plus PIP or DLA	A total bursary of £1,200 will be awarded to qualifying students. The award will be divided according to highest need between: <ul style="list-style-type: none"> • Travel to Writtle University College (WUC) costs • Equipment assistance • Print credits • Meal Award (incl. Work Placement lunches if required) - <i>see table below</i> • Possible qualification to also receive the Free Meal award - <i>see Part 4</i> • Hardship payment

Household Income Group	16 – 18 Discretionary Bursary Fund
Up to £16,190p.a.	A total maximum bursary of £800 may be awarded according to income and need. The award will typically consist of a mix of the following, according to priority: <ul style="list-style-type: none"> • Up to 50% of travel to WUC costs • Assistance with equipment costs up to £150 • Print Credits £5 - £20 • Meal Award (incl. Work Placement lunches if required)- <i>see table below</i> • Possible qualification to also receive the Free Meal award – <i>see Part 4</i>
£16,191 - £20,187p.a.	A total maximum bursary of £650 may be awarded according to income and need. The award will typically consist of a mix of the following, according to priority: <ul style="list-style-type: none"> • Up to 50% of travel to WUC costs • Assistance with equipment costs up to £100 • Print Credits £5 - £20 • Meal Award (incl. Work Placement lunches if required) - <i>see table below</i>
Over £20,188 p.a.	A total maximum bursary of £400 may be awarded according to income and need. The award will typically consist of a mix of the following, according to priority: <ul style="list-style-type: none"> • Up to 50% of travel to WUC costs • Assistance with equipment costs up to £50 • Print Credits £5 - £20

16 – 18 Residential Bursary Fund - only awarded to students aged 18yrs at date of occupancy	
Household Income: Up to £35,000	16-18yrs Term-time Lodgings / 18yrs Halls of Residence Fees: up to £4,000 max

MEAL AWARD VALUES					
Cafeteria Meal Award @ £4 per day			Work Placement or Lunch Money @ £3 per day		
2 days per week	= £280.00	per academic year	1 day per week	= £105	p.a.y.
3 days per week	= £420.00	“ “ “	2 days per week	= £210	p.a.y.
4 days per week	= £560.00	“ “ “	3 days per week	= £315	p.a.y..
5 days per week	= £700.00	“ “ “	4 days per week	= £420	p.a.y.

Free Meal Award – Qualifying students (*see page 6*) will be awarded the required £2.41 per day for Free Meals and the Bursary Fund will top this up by £1.59 per day to equal the £4.00 meal award (funds permitting).

19 + Discretionary Learner Support Fund – only applies to: students aged between 19 – 23yrs undertaking their 1 st Level 3 study and all students aged 19 and over undertaking Level 2 study		Student Paying Full Cost Fees – No Fee Remission	With Fee Remission
Household Income: Up to £25,000	Travel cost assistance to and from WUC @ 50 – 100%	✓	✓
	Meal Award (incl. Work Placement lunches if required)	✓	✓
	Print Credits £5 - £20	✓	✓
	Childcare cost assistance for WUC attendance days only	✓	✓
	Assistance with Halls of Residence fees or Term-time Lodgings	✓	✓
	Enrichment Fee	✗	✗
	Assistance with Course fees (<i>exceptional hardship circumstances only and where the Advanced Learning Loan does not apply</i>)	✓	✗
	Resource costs assistance (e.g. Flowers, Dog Grooming Kit)	✗	✗

Advanced Learning Loan Bursary –applies to: students aged 19yrs or over at 31/08/17 undertaking Level 3 study and in receipt of the Advanced Learning Loan.		
Household Income: Up to £25,000	Additional Learning Support for SEND learners	✓
	Travel cost assistance to and from WUC @ 50 – 100%	✓
	Print Credits £5 - £20	✓
	Childcare cost assistance for WUC attendance days only	✓
	Assistance with Halls of Residence fees or Term-time Lodgings	✓
	Equipment or Resource costs assistance	✗

All awards are made on a needs basis by the Panel and apportioned as fairly as possible according to the evidence and information supplied.

Bursaries may be awarded at a higher rate if exceptional circumstances apply. Applicants will need to supply a separate letter explaining their exceptional circumstances together with additional evidence if applicable. The Review Panel will decide on the evidence supplied if the application warrants additional funding.

The Bursary Award is not an entitlement even though you may meet one of the above household income brackets. The Fund is limited and is awarded as fairly as possible to meet the needs of as many students as possible. Late applications may not receive the full Bursary, but a pro-rata award for the weeks remaining (funds permitting). All applications are assessed by an independent Panel in compliance with the guidelines as published on MOODLE / WUC website.

Scholar Rail Season Tickets

Greater Anglia is pleased to offer students of Writtle University College (WUC), a discount on rail travel when travelling to college by train. Tickets are available for purchase up to one month in advance from August 2017.

- **Discounts:-** 16-18 Inclusive – 50% off the Adult Rate
19+ – 10% off the Adult Rate
- **Validity of ticket options:-**
 - One Full Term OR
 - Full Academic year through to July 2018

To ensure your ticket is processed efficiently, the following information will be required:-

➤ School/College Name	<u>Term Dates:</u>	<u>Half Term weeks:</u>
➤ Term Dates see →	4/09/17 - 15/12/17	23/10/17 - 27/10/17
➤ Photocard Number	3/01/18 - 29/03/18	12/02/18 - 16/02/18
➤ Daughter/Son Name	16/04/18 – 22/06/18	28/05/18 – 01/06/18
➤ Journey Details		07/05/18 Bank Holiday
➤ Address to send ticket		

To place an order please either phone:- 0345 600 7245 – Option 3, then option 2
Alternatively you can access their on-line website: <http://www.greenrailtravel.co.uk>
Tickets will be sent by 1st Class post within five working days.



FIRST ESSEX BUSES - Fare Discounts

- Zone 1 Chelmsford Urban Area
- Zone 2 Hatfield Peverel, Danbury, Stock, Ingatestone
- Zone 3 Maldon, Witham, Braintree, Dunmow, Billericay, Brentwood, South Woodham Ferrers
- Zone 4 Southend, Colchester, Burnham, Grays

There is a ticket arrangement set in place for Writtle College students to get the following discounts:
10% off weekly & monthly tickets
15% off 3 month and annual tickets

The tickets can be purchased as a Chelmsford only or as an All Essex ticket.
Presently these tickets can only be purchased by walking into the Chelmsford ‘First’ Travel Shop. Details below:

First Travel Shop
Dukes Street
Chelmsford
Essex
CM1 1GZ

WUC Mini-Bus Shuttle Service

All FE students can use the Writtle University College Mini-Bus Shuttle Service which runs back and forth between WUC and Coval Lane, Chelmsford (near the rail station), no charge / booking necessary:

8.15am – 9.15am and 4.15pm – 5.15pm Monday to Friday
Plus 12.45 – 2pm Wednesdays only

Other outreach mini-bus services are booked through Transport Department on a first come first served basis.
See WUC website ‘Transport’ for more information, booking and payment details and weblinks.