

**WRITTLE UNIVERSITY COLLEGE MINIBUS TRANSPORT  
PAYMENT DETAILS FORM ACADEMIC YEAR 2018 / 2019 - BOOKING PAYMENT**

|                         |            |
|-------------------------|------------|
| <b>Name of student:</b> |            |
| <b>Address:</b>         | Post code: |

**PLEASE TICK ONE OF THE FOLLOWING OPTIONS:**

- I enclose a cheque for £430.00 made payable to Writtle College  
***Please write student name on reverse of cheque.***
- I authorize payment of £430.00 using the credit card detailed below

**Details required for Credit Card Payment**

Amount:    £     Debit card     Credit card

Name of Cardholder:  
(person's name as shown on credit card)

Card No:                   

Start Date:  -     Expiry Date:  -     Security No:

Month                      Year                      Month                      Year

Issue No:   

Cardholder's Address:  
(if different from above)

Cardholder's Signature:        Date   

**Please tick if you require a receipt**

**Due to the high financial cost of the minibus service we provide, no fee will be refunded after 1 October 2018.**

**Please return this form with relevant enclosures to: Transport Office, Writtle University College, Lordship Rd, Writtle, Essex, CM1 3RR**

**Please see reverse for rules and conditions.**

## **WRITTLE UNIVERSITY COLLEGE TRANSPORT SERVICE RULES AND CONDITIONS**

**First payment must be sent with first application for a place to be secured on the College minibus service.**

**A full refund will be granted on the booking fee if the place is cancelled prior to the start of the academic year on the 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 2 payment must be paid by 30 November 2018. Due to the high financial cost of the service provided, no fee will be refunded after this date.**

**Final payment must be paid by 01 March 2019. Due to the high financial cost of the service provided, no fee will be refunded after this date.**

**Failure to meet the above payment dates will result in transport being denied.**

**The minibus fee for the academic year is broken down into three payments and not into term time payments. The above date's state when payments will need to be made.**

**If the minibus service does not run as result of adverse weather or College closure no fee will be refunded.**

**Students will receive a statement of Code of Conduct. Anyone who does not adhere to this statement will be issued with a Cause for Concern notice, which could jeopardise future travel on the Writtle College Minibus Service.**

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