

**WRITTLE UNIVERSITY COLLEGE MINIBUS TRANSPORT
PAYMENT DETAILS FORM ACADEMIC YEAR 2017 / 2018 - BOOKING PAYMENT**

Name of student:	
Address:	Post code:

PLEASE TICK ONE OF THE FOLLOWING OPTIONS:

- I enclose a cheque for £420.00 made payable to Writtle College
Please write student name on reverse of cheque.
- I authorize payment of £420.00 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 3 October 2016.

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 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 2 payment must be paid by 6 November 2017. Due to the high financial cost of the service provided, no fee will be refunded after this date.

Final payment must be paid by 09 February 2018. 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.