

APPLICATION FOR WRITTLE UNIVERSITY COLLEGE MINIBUS TRANSPORT 2019/20

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)

GRAYS/THURROCK. – PLEASE CONTACT THE TRANSPORT OFFICE FOR AVAILABILITY ON THIS ROUTE BEFORE SENDING APPLICATION/PAYMENT AS SEATS ARE LIMITED.

Grays, Lodge Lane	<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"/>
Harlow – Mark Hall School	<input type="checkbox"/>
Harlow, Hatfield Heath	<input type="checkbox"/>

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 – 2019/20

The total fee for the minibus service is £1120.00 for the Academic Year.

- The fee is split into three payments.
- First payment of £430.00 on booking of a seat.
- Second payment of £345.00 is payable by 29 November 2019
- Final payment of £345.00 is payable by 2 March 2020

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.

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

Payment Details

Please send this completed application form together with the Payment Details Form and first payment of £430.00 and send to the Transport Department. Book as soon as possible to avoid disappointment as places are limited. **Please note that a place on the service cannot be secured unless the first payment as been made.**

A full refund will be granted on the booking fee if the place is cancelled prior to the start of the academic year on 2 September 2019 by contacting the Transport Department. From the period 2 September 2019 – 4 October 2019 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 4 October 2019 no refund will be granted of the booking fee.

Due to the high financial cost of the minibus service we provide, no fee will be refunded after 4 October 2019.

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 2019. 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 2019 for any available seats.**

Term dates of Minibus Service.

02 September 2019 to 25 October 2019	24 February 2020 to 3 April 2020
6 November 2019 to 20 December 2019	20 April 2020 to 22 May 2020
06 January 2020 to 14 February 2020	01 June 2020 to 19 June 2020

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

**WRITTLE UNIVERSITY COLLEGE MINIBUS TRANSPORT
PAYMENT DETAILS FORM ACADEMIC YEAR 2019 / 2020 - BOOKING PAYMENT**

Name of student:	
Address:	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 4 October 2019.

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

Please see below 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 2 September 2019 by contacting the Transport Department. From the period 2 September 2019 – 4 October 2019 a refund will be granted with the deduction of £30.00 administration charge and the cost of the transport that has already been granted. After the 4 October 2019 no refund will be granted of the booking fee.

Payment 2 payment must be paid by 29 November 2019. Due to the high financial cost of the service provided, no fee will be refunded after this date.

Final payment must be paid by 02 March 2020. 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 dates 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.