

STUDENT TRANSPORT ELIGIBILITY FORM



Scarborough TEC may provide assistance with transport for college students who meet Our eligibility criteria as shown below:

Fully Funded Bus Permit

- Students aged 16-18 enrolled on a full-time programme, who live **1.5** miles or more away from the campus where they are studying and have a household income less than **£45,000**
- Students aged 19 enrolling onto the 2nd year of a 2-year programme that was started at aged 18, who live 1.5 miles or more away from the campus where they are studying and have a household income less than **£45,000**, (start date of 6/9/2023 end date must be 28/06/2025)
- Exempted students (see list below)

Discounted Bus Permit

- Students aged 16-18 enrolled on a full-time programme and have a household more than **£45,000** or Students aged 19 or over enrolled on a full-time
- Students living less than 1.5 miles away

Applicant information

First Name: _____ Surname: _____ Postcode: _____

Student Ref Number: _____ Course: _____ Date of Birth _____

Email (please use the email you create your bus pass account with): _____

Is your household income less than £45,000? Yes / No

If yes, please provide evidence i.e., Tax Credit letter 24/25, Income Support / Universal Credit (last 3 months statements, / P60+last 3 months wage slips – see bursary form for full details of what evidence is required.

General Exemption Criteria: To receive a 16-19 Vulnerable Young Person Bursary, the young person must be either

- For students who are in care or a care leaver, written confirmation of your current or previous looked-after status from the relevant local authority
- For students in receipt of Universal Credit (UC) or Income Support (IS), a copy of your UC or IS award notice. This must clearly state that the claim is in your name/confirm you are entitled to the benefits in your own right. For students in receipt of UC, institutions must also see a document such as a tenancy agreement in your name, a child benefit receipt, children's birth certificates or utility bills.
- For students receiving UC/ESA and DLA and PIP, a copy of your UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided

They must also be aged under 19 on 31st August 2024 and satisfy other eligibility criteria such as residency requirements. (Evidence of the above must be provided for assessment)

In the event of a quarantine or lockdown we reserve the right to adjust the travel to reflect the situation within funding limitations.

By signing this form - I agree for my information to be shared with the relevant bus company(ies) to enable the production of my bus permit(s).

Signed: _____ Date: _____

Office Use only:

Fully funded permit

Discounted permit

Travel Co: _____ Zone _____ Amount £ _____

Travel Co: _____ Zone _____ Amount £ _____ PTO

Privacy Notice – How we use your personal information

Why do we collect personal information?

TEC Partnership collects and processes personal data relating to its students to effectively manage learning and to meet its statutory obligations as an FE College. The TEC Partnership is committed to being transparent about how and why it collects and uses that data and to meeting its UK General Data Protection Regulation (UK GDPR) obligations.

The TEC Partnership consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, Career 6, East Riding College, The Academy Grimsby, Learning Centres and Modal Training

What personal information does the organisation collect and how long will it be kept for?

TEC Partnership collects personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet its legal obligations with the Education and Skills Funding Agency (ESFA).

All data collected and processed on behalf of ESFA will be held for as long as we are legally required to do so.

- Financial records are held for 5 years following the academic year you apply currently 2030
- If your application is unsuccessful, the reasons for not being awarded will be added to your electronic learner record and the application form securely deleted.

How is this collected and stored?

Data is stored in a range of secure places, including the student information management systems, paper records stored in secure places and on electronic documents within a secure network.

Who has access to data?

Information will be shared internally, with any TEC Partnership staff who need access to the data to provide services to students.

Where TEC Partnership engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with GDPR legislation.

What rights do you have?

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. Further information can be found at [privacy-statement-Learners.pdf \(tecpartnership.com\)](#)