

**Free Travel?** Funded as 'under 19' with an earned household income below £25,000, or funded as an '19+' with an earned income of below £35,000, you may qualify for **FREE** travel by submitting a Bursary Fund Application (**Not applicable for Home Ed, Apprentices & HE/Uni**) See Website

## SDC Travel Pass Application Form 23/24

SDC students may purchase our EXCLUSIVE discounted **Stagecoach** bus pass! Passes are valid from 1<sup>st</sup> September 2023 until 7<sup>th</sup> July 2024, giving you 24/7 free and unlimited travel on Stagecoach buses in your area. *Please see the website for Torbay/South West Zones*

*Choose a pass:*

**£450 SDC Stagecoach Torbay Zone Travel Pass** – Covers Brixham, Kingswear, Dartmouth, Paignton, Torquay, Totnes, Newton Abbot, Teignmouth & Dawlish.

**£690 SDC Stagecoach South West Zone Travel Pass** – Covers the Torbay Zone plus: South Brent, Ivybridge, Plymouth, Kingsbridge, Chudleigh, Ashburton, Bovey Tracey, Buckfastleigh, Exeter (excluding journeys on South West Falcon between Taunton and Bristol).

*Add a Ferry pass?*

**£210 Ferry Pass Dartmouth to Kingswear** Return Ferry Pass, this will cover your college days only.

*Taxi for 16-18 Full Time Student?*

**£450 Torbay Council Taxi**     **£450 Devon County Council Taxi**

If you require a taxi due to medical reasons you will need to apply for Local Authority support (Devon County Council or Torbay Council) Tick this box and we will then send you the relevant application form. South Devon College will then pay the Local Authority directly for the full cost of your travel.

Have you already applied for your taxi? \_\_\_\_\_

*Payment Options:*

**Pay in full:** Provide a cheque, payable to South Devon College, or pay directly on the Online Store- this can be paid annually or termly! <https://www.southdevon.ac.uk/help-advice/travel-support>

**Monthly Direct Debit + £15 admin fee:** 10 x instalments July 2023 to April 2024

Please return forms to: Funding & Transport Team, Helpzone, South Devon College, Long Road, Paignton TQ4 7EJ

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**Student number:**

Which type of learner are you?

- 14-16    
  High School    
  16-18    
  Uni/HE  
 Apprentice    
  19+    
  Other \_\_\_\_\_

<b>Surname</b>	
<b>Forename</b>	
<b>Date of Birth</b>	
<b>Phone Number</b>	
<b>Address with Postcode</b>	<b>Postcode</b> _____
<b>Course</b>	
<b>Photo</b>	Passes cannot be processed until we have a photo of you, if we don't have one, please email one to <a href="mailto:transport@southdevon.ac.uk">transport@southdevon.ac.uk</a> so that we can process the pass.

**Code of Conduct**

We want all passengers to enjoy a safe and pleasant journey. By applying for travel support you are agreeing to abide by the South Devon College Code of Conduct (see website for full document). **Breaking the code of conduct may result in travel pass confiscation.** By applying for this travel support, you are agreeing to the terms stated, to abide by the SDC Code of Conduct and that the information you have provided is true and accurate.

**Data Processing Agreement**

To order this travel pass, South Devon College may need to send the learner's name, date of birth, address and photo to Devon County Council or Torbay Council's Transport Team. Travel passes will not be active until we have a photo of the learner. Please send one through to [transport@southdevon.ac.uk](mailto:transport@southdevon.ac.uk). Do you consent to this information being used & processed as described above? This information will be sent securely and will not be used for any purpose other than to order your travel pass.

**Learner/Parent Guardian Signature:** .....

**\*If you leave your course or cancel payments, you must return your pass within 7 days\***

**SDC Office Use Only:**

Total price to pay **£** \_\_\_\_\_ Date Received \_\_\_\_\_

- Direct Debit (+£15 admin)    
  Cheque    
  Card Payment    
  Cash    
  Staff Salary

Funding and Transport Authorisation \_\_\_\_\_

# Instruction to your Bank or Building Society to pay by Direct Debit

## Travel Pass Direct Debit Form

Please fill in the form using a ball point pen and send to :

South Devon College  
 Vantage Point  
 Long Road  
 Paignton  
 Devon  
 TQ4 7EJ

Service User Number

4	3	0	7	1	0
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Date of month: (tick)

<input type="checkbox"/>	20 <sup>th</sup>	<input type="checkbox"/>	28 <sup>th</sup>
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Name(s) of Account Holder(s)

Bank/Building Society account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Branch Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

### Instruction to your Bank or Building Society

Please pay SOUTH DEVON COLLEGE Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with SOUTH DEVON COLLEGE and, if so, details will be passed electronically to my Bank/Building Society.

Student's Full name and Student Number

Signature **\*\*Unsigned forms will be returned\*\***

Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account  
 This guarantee should be detached and retained by the Payer

PTO

## The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit SOUTH DEVON COLLEGE Will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request SOUTH DEVON COLLEGE to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by SOUTH DEVON COLLEGE or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your Bank or Building Society. If you receive a refund you are not entitled to, you must pay it back when SOUTH DEVON COLLEGE asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or Building Society. Written confirmation may be required. Please also notify us.

SOUTH DEVON COLLEGE DIRECT DEBIT RULES AND REGULATIONS

DECLARATION

I have read the South Devon College Direct Debit Rules and Regulations concerning Direct Debits above and agree to be bound by them:		
<b>**Unsigned forms will be returned**</b>		
<b>Signature</b>		
Date		
For South Devon College Official Use Only (ID Checked)		
Name	Sign	Date
ID Type of Account Holder Seen		

<b>AUTHORISATION FOR LEARNERS USING THEIR OWN BANK ACCOUNT FOR DIRECT DEBIT PAYMENTS WHO ARE UNDER 18 YEARS OLD</b>		
I/We have read the South Devon College Direct Debit Rules and Regulations concerning fees and agree to be bound by them.		
Name of Parent/Guardian .....		
Signature .....		
Date .....		
The option to pay by instalments is only available to UK learners over the age of 18, and is offered at the discretion of South Devon College to cover the costs of travel.		
Where a learner is under the age of 18, and wanting to pay by Direct Debit, using their own Bank Account, the parent/guardian of that learner must sign the 'Authorisation for learners using their own bank account for Direct Debit payments who are under 18 years old', as the parent/guardian will be held responsible for the payment of any Direct Debits/Instalments that the learner fails to pay.		

The method of payment for instalments will be by Direct Debit only, with a maximum of 10 instalments starting from July 2023 through to April 2024.

There is a £15 non-refundable administration fee for learners wishing to pay by instalments.

**YOU MUST RETURN THE TRAVEL PASS IF YOU WISH TO CANCEL THE AMOUNT OWED & YOU WILL BE CHARGED UNTIL THE PASS IS RETURNED TO THE HELPZONE**

Applications must be received in the Helpzone of South Devon College by 24<sup>th</sup> of June 2023 for instalments to commence on 20<sup>th</sup>/28<sup>th</sup> July 2023.

For all other applications received by 25<sup>th</sup> of the month, instalments will commence on the 20<sup>th</sup>/28<sup>th</sup> of the month following receipt of the application form and direct debit form, i.e. if an application is received during July 2023, the first instalment will be 20<sup>th</sup>/28<sup>th</sup> August 2023 and therefore the learner will only have 9 instalments, and so forth.

The cost of the travel pass will be divided equally amongst the number of instalments set up, the last instalment falling on 20<sup>th</sup>/28<sup>th</sup> April 2024.

If approved, a Direct Debit Mandate form must be completed and signed by the Account Holder. If the Account Holder is under the age of 18, the parent/guardian of the learner must sign the 'Authorisation for learners using their own bank account for Direct Debit payments who are under 18 years old'.

The College reserves the right to cancel instalment facilities if you fall behind with your payments, in which case the balance outstanding will become payable immediately. The College will pursue all unpaid debts and this could result in legal action.

If there are insufficient funds in your bank/building society account to cover the cost of a Direct Debit instalment, you will incur charges from your bank/building society. Any such charges are your responsibility and will not be refunded by the College.

If you cancel your Direct Debit, all outstanding monies owed to the College will become payable immediately, in full.