

Collyer's

Travel Assistance & Financial Support Guide

20-21



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Travel Assistance

Bus

Discount for students on Metrobus services

Full time students aged 16 and over can receive **25% off adult fares** when purchasing Metrovoyager, Crawley Metrorider and Horsham Metrorider tickets. To get the discount, **students need to register** for a **Student Key Smartcard**, which is **free**, from the **Crawley Metrobus Travel Shop** (located across the road from Crawley train station). Proof of full time student status, such as college ID, will be needed. The student key card can be topped up with discounted tickets online or at the Metrobus travel shop in Crawley.

Stagecoach, Compass Travel and Sussex Coaches offer various discounts for students. For more information contact the individual bus company directly.

Worthing Bus

Collyer's runs a **subsidised bus service** from Worthing, Findon, Washington and Ashington (the cost is £7 a day return or £3.50 per journey, £6 a day return or £3.00 per journey from Ashington). You do not have to travel every day or both morning and afternoon on the same day, but can reserve a place on the bus according to your timetable. You will be sent an invoice for the journeys you have made every half term. If you live in a BN postcode area you will be eligible for the Student Travel Award of £25 per half term (deducted from your invoice).

In 2019/2020 the bus stopped at Broadwater Green, Worthing Hospital, West Worthing, Durrington and Goring train stations, Durrington North Star Pub, Patching/Clapham, Findon's Black Horse Pub and The Gun Inn, Washington Kia Garage and Rectory Road in Ashington. The stops are determined by the addresses of the students so the route may be adapted to suit each year. The bus leaves the first stop in Worthing at 07:00 and arrives at Collyer's at 08:26. The bus leaves Collyer's at 16:30 on Monday, Tuesday, Thursday and Friday and at 15:30 on Wednesday. If you are **interested in a place** on the bus **please email your name and address** to worthingbus@collyers.ac.uk

WSCC – Concessionary 'Spare' Seats on School Transport

For further information and an application form, visit the West Sussex County Council website: www.westsussex.gov.uk and look at their school and college transport / paid transport page. Available seats in 2019/2020 were charged at two payments of £315.

Train

16-17 Railcard

A new national rail card allows **16&17 year-olds** to enjoy **50% off** standard Anytime, Off-Peak, Advance and Season tickets. The railcard costs **£30**, is valid for one year, or until the holder turns 18, whichever comes first.

Apply online at: www.16-17saver.co.uk

16-25 Railcard

This currently costs £30 for one year and entitles the holder to **1/3 off a range of tickets** (does not include season tickets). Minimum fares and time restrictions apply. **Apply online at:** www.16-25railcard.co.uk

Surrey Student Fare Card

This gives students aged 16-18 who live in Surrey **reduced rate bus and/or rail travel to schools and colleges**. There are two separate cards available – a train fare card and a bus fare card. **Each card costs £25. Download an application form** at www.surreycc.gov.uk/studentfarecards or email the Student Fare Card Team at student.farecards@surreycc.gov.uk for further information. Cards will be sent to the college for collection from Student Services. We will notify the student via their college email.

Student Travel Award for BN Postcode

If you live in a **BN postcode area**, you can apply for a **Student Travel Award of £150 (£50 a term)** to help towards the cost of your travel to college. Also, students who **use the Sussex Coach** service from the **Haywards Heath and Cuckfield areas direct to Collyer's** will be eligible to apply. Download an application form from our website or collect one from **Student Services**. The award is subject to excellent attendance.

Car Park Permits

There are a **limited number of car spaces available**. In the autumn term, priority in the first instance is given to students who live more than **15 miles from college** and who have difficulties with public transport so that travel by car is essential. **After Christmas**, applications will be considered from students who live more than 10 miles from college and who have difficulties with public transport so that travel by car is essential.

Each application will be considered on its own merits. Permits are not issued to students who reside within a 10 mile distance from the college.

To apply for a parking permit, students should email **Karen Smith** kes@collyers.ac.uk to ascertain if they meet the criteria. Once approval has been authorised, an application form for a student parking permit can be completed. This form will be sent via email to the student. The fee from September 2020 is **£162** for the academic year (pro rata termly).

All vehicles are left at the owner's liability. Due to a limited number of parking spaces at Collyer's, **there is no guarantee there will be a space available** for either students or staff, particularly if you arrive after 08:30. **Please respect the parking areas for disabled drivers.** Only park in the disabled spaces if you have a blue badge.

Motorcycle / Moped Parking Permits

There are a **limited number of spaces** for students to park in the **designated motorcycle parking area within the main car park.** To register for a free space, go to **Student Services** to fill out a permit application form and have your ID card validated. Priority is given to students who cannot access public transport and/or live a significant distance from college.

Bicycles

There is a **designated secure area for parking bicycles** just inside the **Richmond Road entrance.** You can only enter and exit the bicycle compound with your ID card. To have your card validated, **register with Student Services.** If your bicycle is left elsewhere on campus it will be dealt with by the Security Team.

Please note: You must ensure that your car/bicycle/motorcycle is **securely locked.** **The college does not accept responsibility for loss or damage to your property.** Take care when approaching and leaving the college, as Hurst Road is a busy, congested area. Our car park is monitored by our Security Team regularly throughout the day.

Financial Support

Bursary & Discretionary Financial Support

Eligibility

The **Collyer's 16-19 Bursary** is designed to help and support any student who faces financial barriers to participation in education, such as costs of books, college equipment or transport. Eligible students must be under 19 on 31 August in this current year and enrolled on a non-fee paying full time course at Collyer's. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year or to the end of their programme of study.

Categories

1. The **Vulnerable Bursary** of up to £1,200 a year, paid half-termly, will be awarded to Collyer's students in the following categories:
 - In care
 - Care leavers
 - Receiving Income Support or Universal Credit because they are financially supporting themselves.
 - Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right **as well as** Employment and Support Allowance (ESA) or Universal Credit in their own right.

Students who meet the criteria for a vulnerable bursary are not automatically entitled to a bursary if they do not have financial need.

2. The **Discretionary Bursary** is dependent upon funding allocations and number of applications but it is hoped to award around £600 a year, paid half-termly, to Collyer's students whose annual household income does not exceed £23,000. You can apply for a reduced discretionary bursary if the total household income is between £23,000 and £26,000.
3. Under exceptional circumstances, additional help in the form of one-off payments for course-related expenses may be available to students who are not eligible for an award. Applications will be considered on an individual basis and are dependent upon available funds. Evidence of income or hardship will be requested.

Evidence of Income

You will be required to complete an application form and submit evidence of household income, usually copies of your last three Universal Credit monthly award statements.

Payment of Award

Students must have their own bank account as payments are made by BACS direct to their account. Payment dates will be set out in the award letter. Please be aware that confirmation of awards may not be made until mid-September at the earliest due to the large numbers of applications received.

Conditions

- Students must be UK residents.
- Students must be enrolled on a non-fee paying full time course at Collyer's.
- All Bursary payments are directly linked to excellent attendance, progress, effort and behaviour. Payment may be withheld if the student does not comply with college expectations.
- Students are required to sign a Declaration and Agreement with the College before any payments commence.
- All absences **must only be reported by parents/carers** via email absence@collyers.ac.uk or by calling the Absence Line on 01403 216528 and giving the reason for absence. Help with attendance queries is available in the Student Services Office located next to the Canteen.
- Mid course leavers will be required to repay any Bursary payments made during the half term in which they leave.

Application Procedure

- Application packs are available from the Collyer's website or the Student Services office from June.
- Complete and sign the application form and ensure all relevant evidence of income is attached. Any omissions will result in a delay.
- Return the form and evidence by post to the Bursary Administrator, Student Services Office, The College of Richard Collyer, Hurst Road, Horsham, West Sussex RH12 2EJ. Alternatively, by hand to College Reception clearly marked for the attention of the Bursary Administrator, Student Services Office, or the student can hand in the application to the Student Services Office located next to the Canteen.
- Applications will be processed from the start of the Autumn term of the new academic year. Original documents will be photocopied and returned.

Appeals Procedure

Should you disagree with any decision made, firstly contact the Vice Principal for Student Support. If you are not satisfied, you have the right of appeal in accordance with Collyer's Complaints Policy which is published in the Student Handbook and on the College website.

Free School Meals

Students are eligible for Free School Meals if they or their parents are in receipt of one of the following benefits:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – the household income must be less than £7,400 a year (after tax and not including any benefits you get)

Childcare Support for Young Learners (aged under 20)

If you are a young parent (under 20) and want to start or continue in learning, you could be eligible for help with your childcare costs through the 'Care to Learn' scheme. The subject or course you take up is up to you and you can study part-time or full-time. Your childcare provider must be registered with Ofsted.

Please see the government website for more information:

www.gov.uk/care-to-learn

Further Help

- Contact the Student Services Office during term-time only on 01403 216556 or email tbg@collyers.ac.uk
- 16 to 19 Bursary Fund: www.gov.uk/1619-bursary-fund



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