winstanley college

Letter of Intent for Private Transport Passenger Services

Winstanley College operates a range of private bus services for which students purchase an annual permit via ParentPay.

If you live in any of the following areas, this will apply to you:

* Lancashire (Burscough, Newburgh, Parbold, Skelmersdale, Aughton, Ormskirk)
* Cheshire (Warrington, Culcheth, Croft, Winwick, Haydock)
* Merseyside (St Helens, Newton-le-Willows, Rainford, Prescot)
* Bolton (Bolton, Horwich, Blackrod)

In 2012, the cost of the annual permit was £550.00. (this equates to £2.90 per day) This will be reviewed in April 2013, and the cost of the 2013/14 permit will be publicised on our website early August.

College Instalment Scheme

Do you receive a household income of less than £16,190?

You may therefore like to apply to pay for the bus pass in instalments.

To qualify for the College Instalment Scheme of payment over 5 months you must apply by 12th April 2013 with evidence of a household income of less than £16,190 [*Working Tax Credits, Benefit notices etc*] and this letter of intent completed in full

An instalment agreement ("Instalment Agreement") will be posted to you which you should then sign and return to College by May 10th 2013

If you do not supply the required evidence by the deadline, you may not apply for the College Instalment scheme and payment in full will be required.

Note: We advise you to complete the Letter of Intent even if your son/daughter is undecided about coming to Winstanley College at this stage. This is to ensure that we can allocate your son/daughter to the private bus service to monitor demand for individual services.

Letter of Intent

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To purchase an annual permit for Private Transport Passenger Services to and from Winstanley College ("the Scheme")

I wish to request to be assigned to the ParentPay account for the bus service shown below. I understand that this request will not guarantee a place on the Scheme or any particular service but will allow the Student Services staff to assign me to the correct account to make payment for the annual permit should I decide to enrol at the College in August.

I am under no obligation to accept this place on the service below until I make payment for my annual permit, which I understand, is advised between**:-**

- Friday 23rd August (from 1.00pm) and Monday 26th August 2013[new applicants]
- Wed 14th August and Monday 26th August 2013 [current service users]

Places are limited on all services and payment accounts will close should a service reach capacity.
Payment for the annual permit ("Payment") is either payment of the full amount in advance or, if applicable, in accordance with the College Instalment Scheme details of which are set out in the Information & Terms and Conditions of the Scheme attached to this letter.

I understand and accept that once Payment has been made (or, in relation to the College Instalment Scheme I have entered into the Instalment Agreement) ("the Effective Date"), I will not be entitled to a refund of any portion of the Payment should I decide to withdraw from the Scheme or College at a later date and future payments due under the Instalment Agreement will continue to be payable in accordance with the terms of that agreement.

I agree to be bound by the attached Information & Terms and Conditions of the Scheme from the Effective Date should I take up my place at Winstanley College.

To the extent that they are not already incorporated, the definitions, terms and provisions of this letter of intent shall be deemed to be incorporated into the Information and Terms and Conditions of the Scheme and vice versa and the Information & Terms and Conditions of the Scheme together with this letter of Intent shall form the contract between the parties in respect of the provision of the Scheme.

The College reserves the right to amend routes to accommodate final demand at enrolment. Passengers will be notified of changes during the first 2 weeks of term and allocated to the relevant route for their chosen boarding point should any changes be required.

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LETTER OF INTENT INFORMATION FOR APPLICATION FOR PRIVATE TRANSPORT PERMIT	
Student Full Name and ID no (if existing student) **Student Full Name and Date of Birth (if new student)** ***Include DOB for new applicants OR ID number for current student*	
Bus Service Number *From enclosed Proposed routes for 2012-13*	
Intended boarding point *Select nearest road from service route to assist College planning*	
Chosen method of payment [tick your choice] • *ParentPay online card payment* • *ParentPay via Paypoint outlet* *See ParentPay flyer for information*	☐ ParentPay ☐ Pay Point

DECLARATION – No action will be taken to assign the student to the ParentPay account if this section is incomplete.
It is a condition of application that the following terms and agreements are signed by the intended permit holder and Parent/Guardian.

1. I understand that by making payment for an annual permit I am making a full one-year commitment to the Scheme and I accept that refunds are not available should I decide to withdraw from the Scheme or College. All payments under the Instalment Agreement shall continue to be payable in accordance with that agreement even where I withdraw from the Scheme or College.
2. I accept that misuse of any vehicle property, physical or verbal harassment of any other passenger or driver will result in confiscation of my permit and possible removal from the permit Scheme without refund
3. I accept that access to the bus service is by presentation of my permit to the driver on every journey. [Drivers are not privy to payment details and therefore as with any travel permits eligibility to travel is by production of permit throughout the whole year]
4. I accept that should I lose my permit I am required to purchase a replacement via the ParentPay system at a cost of £5.00
5. I have read and agree to the Information & Terms and Conditions of the Scheme attached.

Signed: _____ Student Passenger

Signed: _____ Parent/Guardian of above student passenger

Date: _____

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INFORMATION & TERMS AND CONDITIONS OF THE SCHEME – PLEASE READ CAREFULLY

One Year Commitment

All parents who agree to their son or daughter using the bus do so on the understanding that they are joining the Scheme for a period of one year. The cost is not proportionate to the length of time the student uses the service provided by the Scheme. From the Effective Date and in reliance on the terms of this agreement, the College will be legally bound to pay the service provider to provide the services under the Scheme for the duration of the academic year.

There will be no refund of any Payment for the annual permit even where a student later decides to leave the Scheme for any reason; eg pass driving test during the course of the year; decide to use an alternative method of home to college transport or if the student should terminate their contract to study at the College.
The terms of the Instalment Agreement will continue to apply and all outstanding instalments will remain payable in accordance with that agreement even where a student decides to leave the Scheme.

Parents who wish to terminate the Scheme transport contract do so on the understanding that no refunds will be given for payments already made and that the terms of the Instalment Agreement will continue to apply.

Behaviour on the bus

At all times the behaviour of the students on the bus must be respectful towards other users and must be in accordance with driver's instructions. Seat belts are fitted to the vehicles and students will be required to remain seated, wearing seat belts, for the journey.

No smoking is allowed on any vehicle. It goes without saying that any student attempting to use alcohol or illegal drugs on the bus or who gets on the bus under the influence of either drugs or alcohol will be in serious breach of College regulations. Students are required to behave courteously towards other passengers and drivers at all times

Contravening the transport rules will result in confiscation of the travel permit by drivers or staff and reporting the matter to College management. Disciplinary action may follow which may include asking the parent to make alternative transport arrangements for their son / daughter. In such circumstances the Payments already made for the annual permit will not be refunded and future payments due under the Instalment Agreement will still be payable.
Under normal circumstances no student would be asked to leave the bus during the course of the journey [a possible exception being conduct endangering others]

Student Transport Permits

Travel Permits are provided to all students [in their induction week] who have purchased a permit via ParentPay, the online payment system. The permit clearly shows the service/student photo/ID number and must be shown to the driver upon boarding on every occasion. Should a student forget/mislay a permit on a morning journey they will be allowed to travel into college in the morning to obtain a temporary 1-day pass for the evening journey. The student will need to obtain a replacement permit via ParentPay overnight should the permit not be found.
NB - Temporary permits will not be issued on 2 consecutive days. Students are advised to check before leaving their homes that they have their permit to avoid refusal of boarding**!**

In order to stop fraudulent boarding of services the above rule is strictly adhered to and drivers are under contract to enforce this rule. This is non-negotiable and students will be refused entry onto services if they do not show their permits when boarding.

Please complete and return to College before April 12th 2013, marked for the attention of:
Debbie Liptrot, Student Services, Winstanley College, Winstanley Road, Billinge, Wigan, WN5 7XF