

## Post 16 Travel Assistance

If you are studying a Further Education Course here at Hereford College of Arts and you live 3 miles or further from the College Campus then you may be entitled to apply for assistance with your travel costs.

### How to Apply

You must first apply to the Council whom you pay your Council Tax to. If your own Council refuse you assistance, you can then apply to Herefordshire Council. Please ensure that you attach a copy of the refusal letter from your Council to your Herefordshire Council Application Form. They will be unable to process your form without it.

Application forms are available from the Registry Office at Folly Lane or from the relevant Council, full details of which are stated overleaf.

Please ensure that you complete the application form in full and that your telephone number is stated clearly.

The application form may request a cheque for a certain contribution. If so, please ensure that you attach the cheque for the relevant amount to the application form.

The application form may also request for the form to be signed by the College to confirm that the student has been offered a place. Please forward the form, cheque and passport photos if requested, to the Registry Office at Hereford College of Arts. We will sign the form and forward it to the relevant Council on your behalf.

### When to Apply

You must allow a minimum of 28 days for any Council to process your application. We would strongly recommend applying as soon as you can. Refunds will not be made by the Councils for any expenses incurred whilst awaiting for your travel permit to arrive.

If you are applying to a Council outside Herefordshire and expect to be refused assistance, please ensure you allow 28 days for each council to process your application.

Usually issued travel tickets (bus and train) will be sent directly to the College (unless otherwise arranged) and can be collected from Hereford College of Arts, Folly Lane reception generally on the first day of term.

If your ticket has not been received by the start of term, students are advised to check with reception daily to check whether their ticket has arrived. You can contact the Council directly to chase tickets on the telephone numbers stated overleaf or speak to the Registry Office at Hereford College of Arts.

Please do not hesitate to contact the College directly for advice on any of the above  
The Registry Office, tel 01432 845313, email [registry@hca.ac.uk](mailto:registry@hca.ac.uk)  
or write to Hereford College of Arts, Folly Lane, Hereford, HR1 1LT

## Useful contact details for Councils:

### **Blaenau Gwent Borough Council**

Tel: 01495 311000  
Email: [info@blaenau-gwent.gov.uk](mailto:info@blaenau-gwent.gov.uk)  
Website: [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)

### **Gloucestershire Council**

Tel: 01452 425000  
Email: [customerservices@gloucestershire.gov.uk](mailto:customerservices@gloucestershire.gov.uk)  
Website: [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk)

The Gloucestershire Council Post 16 Travel Assistance application form is available for download from:  
<http://www.gloucestershire.gov.uk/index.cfm?articleid=9389>

### **Herefordshire Council**

Tel: 01432 260900  
Email: [schooltransport@herefordshire.gov.uk](mailto:schooltransport@herefordshire.gov.uk)  
Website: [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)

The Herefordshire Council Post 16 Travel Assistance application form is available for download from:  
<http://www.herefordshire.gov.uk/forms/30196.asp>

### **Monmouthshire Council**

Tel: 01633 644644  
Email: [passengertransportunit@monmouthshire.gov.uk](mailto:passengertransportunit@monmouthshire.gov.uk)  
Website: [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)

### **Powys Council**

Tel: 01597 826455  
Email: [customer@powys.gov.uk](mailto:customer@powys.gov.uk)  
Website: [www.powys.gov.uk](http://www.powys.gov.uk)

### **Shropshire Council**

Tel: 01743 251000  
Email: [schooltransport@shropshire.gov.uk](mailto:schooltransport@shropshire.gov.uk)  
Website: [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

The Shropshire Council Post 16 Travel Assistance application form is available for download from:  
<http://www.shropshire.gov.uk/traveltransport.nsf/open/F3B895B47069E1EE80257314003F85CE>

### **Worcestershire Council**

Tel: 01905 763763  
Email: [S&STransport-EducationTravel@worcestershire.gov.uk](mailto:S&STransport-EducationTravel@worcestershire.gov.uk)  
Website: [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)

The Worcestershire Council Post 16 Travel Assistance application form is available for download from:  
<http://worcestershire.whub.org.uk/home/wcc-ht-school-transport-post16?highlightTerm=post%2016%20travel%20assistance%20application>