

FORAP 27.1.1 TAXI APPLICATION FORM



FOR OFFICE USE ONLY

STUDENT ID:

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Please complete this form in **BLOCK CAPITALS** and return to:

Freepost,
RSCG-REAE-CTXS,
New College Lanarkshire Motherwell Campus,
1 Enterprise Way,
Motherwell, ML1 2TX

YOUR DETAILS (please provide as many contact details as possible)

Surname	First name	Title	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>		Postcode	<input type="text"/>
Telephone (inc area code)	Mobile	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

PARENT/CARER DETAILS

Name of Parent/Carer	Telephone (inc area code)
<input type="text"/>	<input type="text"/>

COURSE DETAILS

Course Name	Campus
<input type="text"/>	<input type="text"/>
Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>
Start date	Days of Attendance
<input type="text"/>	<input type="text"/>

REASON FOR REQUEST (please detail why you are unable to use public transport)

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(applications will be refused without receipt of the following)

- PIP/DLA Evidence
- Medical Letter

Traveller Needs (please tick all that apply)

<input type="checkbox"/> Electric/Manual Wheelchair (please specify)	<input type="text"/>	
<input type="checkbox"/> Blind/partially sighted	<input type="checkbox"/> Deaf/hearing impaired	<input type="checkbox"/> Travel with escort

Taxi Information

- If you apply before the beginning of term, transport will be arranged for you from the first day. However, if you apply after this date transport may take up to two weeks to organise.
- Transport applications will not be considered until your bursary application is fully submitted and assessed by the Funding Team to establish eligibility.
- Transport is not guaranteed for your sole use. You may be asked to share with other passengers to ensure the most cost effective running of transport.
- No application is guaranteed and conditions will be strictly adhered to. It is therefore important to submit all documentation to support your application as soon as possible.
- When using the college-funded transport you are representing the College and no adverse behaviour will be tolerated. Failure to follow rules will result in the College Disciplinary Procedure being used.
- All details submitted on this form will be shared with the External Transport Provider in order that they can arrange the most suitable transport to meet your needs.

Funding Guidelines

- All Taxi Applications must be submitted to the Learner Support Assistant at our Motherwell Campus.
- Applications will not be processed until a bursary form is submitted, including all supporting documentation.
- Those in receipt of the higher DLA rate may be refused.
- Those in receipt of any DLA will be asked to contribute to the cost of the transport.
- Medical evidence must be submitted with the Transport Application to uphold the request. This may be in the form of a Doctors letter, Social Work request or any other Support Network. This evidence must clearly state that you are unable to use public transport.
- If you wish to be considered for transport support, it is imperative that all applications are submitted as early as possible before the start of the academic year.
- If your application is successful, you will forfeit any travel expenses due to you in your EMA/Bursary as transport cannot be double-funded. Any overpayment must be repaid.

SIGNATURE

I agree that all information on this form is true and up-to-date.

Signature of parent/guardian/student

Date

FOR OFFICIAL USE ONLY

Date Received

Date Reviewed

Outcome

New College Lanarkshire are the data controller under data protection legislation and process all personal information in line with the General Data Protection Regulation (GDPR). For information on how and why we process your personal information please read the Student Funding Privacy Notice. A copy of this privacy notice can also be requested directly from Student Funding.