

**CONDITIONS OF USE**

**I agree to the conditions of use set out below:**

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| 1. | I confirm that I will be committing to paying for an annual pass for the 2023-24 Academic Year at a cost of £750 payable by direct debit in 1 instalment of £70 due by 08/09/2023 followed by 8 instalments of £85 due by 08/10/2023 to 08/05/2024. An option to pay in full at the start of term is also available, which must be paid in full by 08/09/2023. |
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| 2. | No refunds will be issued and **all** instalments must be paid by the due dates. For the avoidance of doubt, when a pass is cancelled, other than under the circumstances described in points 3 and 4 below, the college will expect payment of £750 even if paid in instalments. |
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| 3. | There is a cooling off period until 30th September 2023. If I choose not to continue using the bus and I hand back my pass to the College’s Finance Office before this date, then I can cancel my bus pass and pay as per point 5 below. After 30th September 2023, I will be committed to using the college bus for the whole academic year and the full cost of £750 will be payable. |
| 4. | The only circumstances where a bus commitment can be cancelled automatically after 30th September 2023 and no payments required are:1. If I leave college or
2. Long-term absence due to illness
3. Decision made by College to terminate a learning agreement

In these circumstances, the College should be informed in writing that you wish to cancel your bus pass and the pass should be handed back to the College’s Finance Office. Any other circumstances can be submitted by written request for consideration based on individual circumstances and the outcome is not guaranteed.  |
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| 5. | If I cancel my bus pass in the circumstances described in 3 or 4 above, then the payment due for the period of use will be calculated at the **rate of £6.00 return per day** for each College day up to the day my pass is returned to the College’s Finance Office. Note that this is not a pro-rated amount for the number of days used, but an amount based on the casual user daily rate i.e. the rate that would have been payable had I paid for the bus each day rather than the discounted bus pass rate. |
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| 6. | **A lost pass or in the case of cancellation, an un-returned pass will be charged at £10 for a replacement.** |
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| 7. | I will carry my student ID card (which incorporates my bus pass) at all times and understand that I will not be allowed to travel without it, this will be scanned by a barcode reader on entry to the College bus prior to travel. We will use this collected data for safeguarding, Health and Safety and financial monitoring purposes. |
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| 8. | I understand that all payments will be made by the due dates. Failure to make payments on time with arrears accumulation will result in the cancellation of my bus pass. |
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**IMPORTANT NOTE:** When applying online you will need to select the tick box to confirm that you have

 read, understood and accept these Conditions of Use as set out by the College for

 the use of the QE Bus Service.

**The College offer financial support towards travel for College bus or public transport, please refer to our financial support leaflet for more information or feel free to contact the Finance Department. If there is a substantial change in household financial circumstances during the period of this agreement, please feel free to contact us for financial support consideration.**



**College Bus Information – Please retain a copy for your information**

When using this service, we require a commitment for the year. Cancellations/refunds will only apply to students who leave college before the end of the academic year. In this case the bus pass must be returned to the Finance Office. (See the College Conditions of Use for full details). Payment will be calculated up to the date the bus pass is received by the College’s Finance Office, based on a rate **of £6.00 per day**.

**College Bus Passes**

An annual pass bearing the user’s photograph and name will be incorporated into the student ID card. These cards will be issued to students at enrolment or during the first week of term.

When all College Bus Passes have been issued, they **MUST** be carried at all times and shown to the driver when boarding the bus. In the event that a student does not have his/her pass, then the student cannot assume the right to travel. The bus driver may refuse travel for any student without the correct pass.

**Lost, stolen or damaged College Bus Passes**

If a pass is lost, stolen, or damaged, there will be a replacement charge of **£10.00**.

**PLEASE NOTE:** The College Bus Pass cannot be used with any other bus service.

*The College accepts no responsibility for any loss or damage howsoever caused or arising from use of or the failure of the Bus Operator to provide this service.*

The College Privacy Notices for students and parents/carers can be found in the links below and detail the ways in which we use your personal information.

<https://www.qeliz.ac.uk/wp-content/uploads/2019/05/QE-PrivacyPolicy-CollegeStudents-v2.0-2019.pdf>

<https://www.qeliz.ac.uk/wp-content/uploads/2019/05/QE-PrivacyPolicy-Parents-v2.0-2019.pdf>

Please note that in order to route the College buses we may need to share post codes with coach operators and/or third party route planners. This data will be limited to post codes and no other personal information will be shared.