

PAYMENT OPTIONS

1. LOOK AT THE DETAILS OF THE EACH TRANSPORT SCHEME

- Decide which scheme is right for you
- Register with the College using the Transport Application Form
- Complete only the shaded areas of the form
- You can register for transport at this time and make payment later if you wish unless you want to take advantage of the monthly standing order payment option
- The monthly standing order payment is for the full annual cost of the pass and not for a term pass.

2. CHOOSE YOUR PAYMENT OPTION

- Payment can be made with your registration; or
- By cheque for the first term or for the full year- payable to Cardinal Newman College; or
- At enrolment by cheque, cash or card
- In ten monthly payments by completing the standing order mandate (Monthly Payments)

TO TAKE ADVANTAGE OF THIS OPTION, STANDING ORDER FORMS MUST BE RETURNED TO THE COLLEGE BY 30 JUNE 2017 TO ENABLE STANDING ORDERS TO BE SET-UP WITH YOUR BANK. FORMS RECEIVED AFTER THIS DATE WILL NOT BE PROCESSED.

Please complete the form using black ink

DO NOT ENTER ANY DETAILS IN THE PAYMENT REFERENCE BOX

This will be completed by the College using your son/daughter's student reference number. There are three payment dates available – 1 August 2017, 10 August 2017 and 15 August 2017. Refer to the Transport Prices for the monthly standing order payment amount. The final payment dates are either 1 May 2018, 10 May 2018 or 15 May 2018.

DON'T FORGET TO SIGN THE STANDING ORDER FORM AND RETURN IT WITH YOUR TRANSPORT APPLICATION FORM

- we will process the details and forward this to your bank
- where payment or a standing order is made in advance, a pass will be ready for collection at enrolment
- **Non receipt of a monthly payment will result in the withdrawal of the pass**
- Passes can be bought at enrolment. Payments can be made in full or for the first term.
- If you have not already returned your transport registration form to College, bring it with you to your enrolment appointment
- Passes can also be bought on starting College, from the Student Services Office at Reception.
- Payment can be made by cheque, cash or card.

- Please note that monthly standing order payments are for the full academic years pass and not for monthly passes

4. IF NONE OF THE TRANSPORT PROVIDERS ARE OPERATING IN YOUR AREA

You will be advised of the best way to get to College and the cost of the journey. For further Information please contact **Karen Bingham** on **01772 460181 extension 2261** or email kbingham@cardinalnewman.ac.uk or studentservices@cardinalnewman.ac.uk

5. HELP WITH TRANSPORT COSTS

It may be possible to offset the cost of your travel by making an application for a College Bursary Award. Please complete the enclosed form ensuring you provide the relevant evidence. If you need help or guidance completing any of the forms in the booklet please contact a member of the Student Services Team on 01772 460181 or email studentservices@cardinalnewman.ac.uk.

If a pass is purchased and the student does not subsequently enrol a full refund will be made. It is **NOT** possible to refund a pass part way through a term unless the student is leaving college in which case the unused portion of the payment will be reimbursed. If an incorrect pass is purchased we can amend payments and issue the correct pass. Replacement passes can be purchased from Student Services.

Travel prices include a £10.00 administration fee.

**All prices are correct at the time of publication*