

Travel Passes and Travel Funds Policy and Procedures

2026-2027

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Contents

1	Policy Statement	3
2	Travel Passes	3
	2.1 16-19 Bursary (DFE Funded Courses)	3
	2.2 19+ Discretionary & Adult Learner Loans (DFE Funded Courses)	4
3	Apprentices Aged 19-24	4
4	Types of Passes	4-5
5	Withdrawal from a Course	5
6	Lost, Stolen or Destroyed Tickets.	5
7	Eligibility for Travel Funds - Students in Further Education	5-6
8	Application Process and Documentary Evidence	6-7
9	Appeals	7
10	Essential Elements	7
11	Confidentiality, Data Protection and Retention	7-8
12	Policy Update	8
13	Other Sources of Funding	8

1. Policy Statement

The College is committed to providing financial support for students in a range of ways under the guidance of the Department for Education. As part of this process the College will operate a Travel Pass and Travel Funds scheme. This Policy is inclusive of all students, including those from underrepresented or marginalised groups. The College is committed to ensuring that no student is disadvantaged in accessing travel support due to their gender identity, disability, ethnicity, religion or any other protected characteristic.

2. Travel Passes

Full time students at the College will be eligible to apply for a travel pass. Sections 2.1 and 2.2 outline and categorise the various age groups.

The calculation of distance is based on the shortest walking distance, as measured by Google maps.

2.1 16-19 Bursary (Department for Education Funded Courses)

Walking Distance	Age	Eligibility
3 miles +	16-19	All
1-3 miles	16-19	Total annual household income of less than £30,000 net*
Under 1 mile	16-19	Not eligible

*For those students aged 16-19 (1-3 miles) total annual household income includes universal credit, any means tested benefit, earned income from employment / self employment. Total household income should be less than £30,000 net.

Funds are limited and therefore are allocated on a first come first served basis.

All 16-19 year old students (3 miles+) will be eligible for a pass however they will be required to have their household income assessed to allow the College to use funds from appropriate funding streams.

For full details of the funds please see 16-19 Bursary Fund Policy and Procedures 2026/2027.

For further information you can contact studentfinance.team@southport.ac.uk

2.2 19+ Discretionary & Adult Learner Loans (ESFA Funded Courses)

Walking Distance	Age	Eligibility
1 mile +	19+*	MTB or household income of less than £38,500 (net) *
Under 1 mile	19+	Not eligible

* For students 19+ the full cost of the travel pass, will be funded through the 19+ Learner Support Fund or Advanced Learner Loans Bursary Fund. Students must be able to demonstrate they are within a priority group, on a means tested benefit or have a total household income of less than £38,500 net.

Students enrolled on a Level 3 or above loan funded course that are liable for tuition fees are eligible to apply only if they have taken out an Advanced Learner Loan.

For full details of eligibility groups please see 19+ Learner Support Fund Policy and Procedures 2026/2027' and 'Advanced Learner Loans Fund Policy and Procedures 2026/2027'.

3. Apprentices Aged 19-24

The Apprentice Travelcard means young people enrolled in apprenticeships can get half price on train travel across Merseyside when buying weekly and monthly Railpass tickets.

<https://www.merseyrail.org/tickets-passes/apprentice-travelcard.aspx>

4. Types of Passes

Using Google Maps, the College will determine the most cost-effective mode of transport. Based on this assessment, students will be issued with one of the following travel passes where eligible: Arriva Student Saver, Stagecoach bus pass, Merseyrail Railpass, or TRIO.

Where students live in an area not covered by the passes listed above, they are able to apply for Travel Funds (see section 7).

KGV students only – for those learners who require a car parking pass and also request a travel pass they must meet with the Welfare Officer to discuss the reason for needing both options, applications will be dealt with on a case by case basis.

5. Withdrawal from a Course

If a student withdraws from or does not start their course, they must return their travel pass within:

- 2 weeks of the course start date (in the case of a student not starting the course)
- 2 weeks of leaving the course
- 2 weeks of transferring to a part time course

Passes must be returned by hand to Student Finance department or sent 'recorded delivery'.

Students must also inform the College if their address changes prior to the pass expiring as entitlement to the pass may be affected and students will be liable for any lost rebate.

6. Lost, Stolen or Destroyed Tickets

Students must notify the College immediately if a ticket is lost, stolen, or destroyed and apply for a duplicate ticket.

Replacement costs vary by provider and will be payable by the student. Duplicate tickets will normally be issued within two working days of receiving the required documentation and/or fee.

Travel costs incurred while awaiting a replacement will not usually be refunded.

All duplicate ticket requests require approval from the Student Finance Co-ordinator. In some cases, travel funds may be issued instead, subject to receipt of valid travel receipts for days attended.

7. Eligibility for Travel Funds - Students in Further Education

For full time students who live outside of the areas where passes are available, the College operates a limited subsidised travel costs Fund for students. Funds are limited and therefore this Fund is allocated on a first come first served basis.

Students must meet the following criteria:

- Enrolled on a full time College course
- Live more than 1 mile from College (measured by shortest walking distance on google maps)
- Not able to apply for a travel pass
- Not entitled to assistance with travel costs from another source
- Household income will be assessed as per travel passes for all age groups of students

For students living in Burscough and the surrounding area they can apply for the cost of their return ticket:

If students are eligible, they will be issued 5 half-termly payments linked to attendance. Payments will be made at the start of each term and attendance checked retrospectively from the 2nd term. The subsequent payments that are linked to attendance will only be stopped following a discussion with the Welfare Officer or the Director Student Wellbeing. This is to ensure that students are getting the correct support and are not disadvantaged for situations out of their control.

- 90% attendance or above – full amount payable
- 75% - 89% attendance – 75% of half-termly allocation to be paid

- 65 % - 74% attendance - 50% of half-termly allocation to be paid
- Below 65% attendance – no funds to be paid

Attendance will be assessed based on L6W (last 6 weeks) prior to the payment week, attendance is not calculated using year to date.

For students aged 19+ applications can be made to the Discretionary Learner Support Fund for assistance with other travel expenses e.g. fuel, 25p per mile per timetabled day (this will be capped at the cost of the cheapest ticket / pass available on public transport).

8. Application Process and Documentary Evidence

The application process for fund will commence in early July 2026. Applications will be accepted until such time as funding is fully utilised and will be assessed in line with available resources.

For all funding, including applications for travel passes, students must complete an application using the online student support bursary service, [Pay My Student](#).

In accordance with the Department for Education guidelines, documentary-evidence is required to assess income and / or identification of being in a priority group. Supporting evidence may include, but is not exhaustive:

- Pay slips
- P60
- Proof of earning for self-employment (SA302)
- Bank statements
- Universal Credit monthly statements
- Proof of benefit awards (letters from DWP / Job Centre)

Evidence of household income / means tested benefits / award letters etc. for a minimum of most recent three-month period will be required. All supporting documentation must be clear and visible. It should include name, address and all sections and/or pages.

The 'application date' will be the date the completed form is received together with all relevant documentation.

9. Appeals

Any student, who is dissatisfied with the decision made regarding the allocation of a travel pass or travel funds, may appeal in writing to the Finance Manager within 15 term time days of receipt of letter.

The Appeals Panel will be made of a member of SLT and 2 managers.

The Student Finance Co-ordinator will present the information to the panel.

The student will be informed of the decision of the Panel within 10 term time days of receipt of the letter of appeal.

10. Essential Elements

This policy and procedure will operate as a transparent, consistent system, with clear criteria for eligibility, allowing funds to be targeted to those students in financial hardship within the Department for Education guidelines. This is ensured by:

- Procedures / guidelines for staff, updated annually
- Staff training and development meetings
- A variety of methods will be used to publicise the availability of travel passes and subsidies, including the application procedure and appeals procedure. This includes:
 - Admissions / offer letters
 - Information from admissions tutors at course discussions
 - Information at the point of enrolment
 - Information at Induction
 - Posters, media screens and information advertising funds

11. Confidentiality, Data Protection and Retention

All personal and sensitive information will be managed in accordance with the Data Protection Act 2018 and the Common Law Duty of Confidentiality.

The Data Protection Act and General Data Protection Regulations (GDPR) are not only restrictions on disclosure of information about the College, but they are also bound by a common law duty of confidentiality. This duty prevents the College from releasing information about students or other stakeholders, without their consent. This duty applies to manual records as well as information held on computers.

Information which must be treated as confidential includes the names and addresses of students and any other information about them which is not publicly known, i.e. “personal data”. Accordingly, to ensure that the College does not breach its duty, no information, even if it only exists in printed form, should be disclosed unless all the relevant procedures have been followed.

All documents are held for the assessment of eligibility to the fund and audit purposes only. All information will be stored securely and treated sensitively. All documents will be kept by the College for 6 years.

12. Policy Update

The procedures will be reviewed annually in line with the release of the Department for Education and are the responsibility of the Director Student Wellbeing and Finance Manager.

13. Other Sources of Funding

The College operates or has links to a number of other sources of funding. For further details of any of the funds listed below please contact the Student Hub.

- 19+ Discretionary Learner Support Fund (Including 20+ Childcare funding)
- 16-19 Bursary Fund
- Advanced Learner Loans Bursary Fund
- Charitable Trusts e.g. Pinecone Trust, Bishop David Sheppard Trust

Useful Contacts

Student Finance Team - studentfinance.team@southport.ac.uk Student Hub – 01704 392704

[Pay My Student](#)