

Travelling to College...

**& Abingdon
& Witney
College**

A GUIDE TO TRAVEL ARRANGEMENTS FOR FULL-TIME STUDENTS **2011 – 2012**



COLLEGE TRANSPORT GUIDELINES

PUBLIC BUS ROUTES (jointly with College)

114,115,116 Heyfordian: Wallingford/Benson/Shillingford/Dorchester/Berinsfield/Clifton Hampden/Culham/**ABINGDON**
X15 RH Transport: **WITNEY**/Hailey

PUBLIC BUS SERVICE

20/20A Stagecoach: Charlbury/Oxford
31 Stagecoach: Wantage/Grove/East Hanney
11/42 Stagecoach: Bladon/Long Hanborough/Freeland/North Leigh/**WITNEY**
44 Stagecoach: Oxford/**ABINGDON**
66 Stagecoach: Faringdon/Southmoor (Interchange RH Transport to **ABINGDON-WITNEY X15**)
S1/S2 Stagecoach: Carterton/**WITNEY**/Eynsham/Oxford
4/4b; 5:X3 Oxford Bus Company: Oxford/**ABINGDON**
X2 Oxford Bus Company: Steventon/**ABINGDON**
280 Arriva: Thame/Oxford
25 RH Transport: Chesterton/Oxford
X9 RH Transport: Chipping Norton/Chadlington/Charlbury/Finstock/**WITNEY**
19 RH Transport: Alvescot/Black Bourton/Clanfield/Bampton/Ducklington/Aston/**WITNEY**
32 Thames Travel: East Hendred/Harwell Village/Didcot/Milton Park/Sutton Courtenay
X15 RH Transport: **ABINGDON**/Marcham/Frilford/Southmoor/Newbridge/Standlake/**WITNEY**/Hailey

NOTE There may be further adjustments to bus routes during 2011-12 which may affect your transport to college.

DATES FOR ORDERING AND COLLECTING BUS PASSES

Annual Bus Passes

Annual bus passes are issued once at the start of the year.

Term Bus Passes

Term bus passes will need to be *ordered and paid for before the end of each term.*

ALL passes to be paid for and collected from The Hub (suggested dates).

Term 1	Pick up application form by:	5 September 2011
	Submit application form by:	9 September 2011
	Collect bus pass by:	23 September 2011
Term 2	Pick up application form by:	18 November 2011
	Submit application form by:	25 November 2011
	Collect bus pass by:	9 December 2011
Term 3	Pick up application form by:	2 March 2012
	Submit application form by:	9 March 2012
	Collect bus pass by:	23 March 2012

IMPORTANT
Please read

NOTE Oxford Bus Company now issue bus passes that are 'topped' up each term. You will only be issued one bus pass a year. We will arrange for your card to be topped up once you have paid for the term.

CODE OF PRACTICE

- Please ensure that you have your bus pass whenever you need to catch a bus. Failure to do so will result in you being refused access to the bus, and it will then be up to you to make your own way to College.
- Anti-social behaviour or vandalism will not be tolerated on buses. If caught, your bus pass will be withdrawn.
- Smoking is not allowed on any bus transport.
- If weather conditions are severe and buses are unable to operate on routes – details will be broadcast over the local radio station.

HOW DO I APPLY FOR MY BUS PASS?

Please note: We will only issue you a bus pass if you can produce a current College ID card.

You will need to complete a Bus Pass Application form and take it and your payment to *The Hub* to be processed. You will also need to provide a recent passport sized photo when ordering your bus pass (*not required for Oxford Bus Company/Cityline, Heyfordian114/115/116*). All students travelling on the *RH X15* (Witney to Hailey/Common Leys only), will use their College ID cards as identification.

Please make cheques payable to *Abingdon and Witney College*. The college reserves the right to match transport and student needs in the most cost efficient manner. It takes up to 2 to 3 weeks for the bus company to produce your bus pass, so please apply early. If you leave your course early, please return your bus pass to *The Hub*. Remember to keep us informed of any changes in your details eg home address, mobile number.

HOW MUCH DOES A BUS PASS COST?

You can either make a one off payment for an annual bus pass or 3 payments – one per term, for the year.

Annual Bus Pass

If you are a full time student between the age of 16-18 years (at the start of the 2011/12 academic year) you will be charged £375.00 for the year, payable in September. The College will subsidise your bus pass up to a maximum of £150.00 per year – a total of £525.00 per year (£375.00 and £150.00 = £525.00). If the cost of your bus pass exceeds £525.00 per year, you may be asked to pay the difference. If your bus pass is less than £375.00, we will refund you the difference at the end of the term.

Term Bus Pass

If you are a full time student between the age of 16-18 years (at the start of the 2011/12 academic year) you will be charged £125.00 per term, payable in September, November and March. The College will subsidise your bus pass up to a maximum of £50.00 per term – a total of £175.00 per term (£125.00 and £50.00 = £175.00). If your bus pass exceeds £175.00 per term, you may be asked to pay the difference. If your bus pass is less than £125.00, we will refund you the difference at the end of the term. The cost of bus passes are reviewed annually in line with the Post 16 Partnership.

Please note: If it is possible for you to get cheaper bus rates from the bus company, please go directly to the bus company to purchase your bus pass.

WHAT HAPPENS IF I AM 19 YEARS OR OVER?

If you are on a low income you may be eligible for help from the College's Discretionary Learner Support Fund. For further information contact the Student Services Adviser. You will not be eligible for a subsidised College bus pass.

HOW LONG DO I HAVE, TO COLLECT MY BUS PASS?

From the date your pass arrives at the College, you have 2 weeks to collect it. If you have not collected your bus pass within 2 weeks, it will be sent back to the bus company and you will have to reapply and pay the full fee. In the interim – while you are reapplying for your new bus pass, we will not refund any bus tickets. You are able to apply for a bus pass at any time during a term, but, you will be charged the full amount for that term.

WHAT DO I DO IF I LOSE MY BUS PASS?

If you lose your bus pass you will have to reapply for a new bus pass in the same way you originally did. It may be charged at full price and no refunds will be given for your lost pass or for any bus tickets you may have bought in the interim.

CAN I HAVE A REFUND ON MY BUS PASS/TICKETS?

You may get a refund on your bus pass/ticket only:

If you have applied for a bus pass and have been waiting for over 3 weeks for the bus company to send your bus pass.

We regret that refunds are not possible if you leave the college before completing your course or require a different pass because you have moved house.

NEED MORE HELP?

If you need more help go to *The Hub* and the staff will be more than happy to assist you. You can also email: enquiries@abingdon-witney.ac.uk.

TIMETABLES CAN BE OBTAINED FROM THE FOLLOWING WEB SITE

www.oxfordshire.gov.uk and click on Bus Timetables and Maps.

FIND OUT WHETHER YOUR BUS IS ON TIME BY VISITING THE FOLLOWING WEB SITE

www.oxontime.co.uk

USEFUL CONTACTS

Grayline Coaches Station Approach, Bicester, OX26 6HU
Tel: 01869 246461 Website: www.grayline.co.uk

RH Transport Services North Bungalow, Downs Road, Witney, OX29 OSY
Tel: 01993 869100 Website: www.rhbuses.com

Stagecoach in Oxfordshire Horspath Road, Cowley, Oxford, OX4 2RY
Tel: 01865 772250 Website: www.stagecoachbus.com/oxfordshire

Stagecoach in Swindon Swindon Bus Station, 9 Newbridge Square, Swindon, SN1 1EA
Tel: 01793 521415 Website: www.stagecoachbus.com/swindon

Stagecoach in Northamptonshire Greyfriars Bus Station, Lady's Lane, Northampton, NN1 3AP
Tel: 01604 676060 Website: www.stagecoachbus.com/northants

Thames Travel Ltd Lester Way, Hithercroft Industrial Estate, Wallingford, OX10 9TD
Tel: 01491 837988 Website: www.thames-travel.co.uk

Worths Motor Services Enstone, Chipping Norton, OX7 4LQ
Tel: 01608 677322 Website: www.worthscoaches.co.uk

Oxford Bus Company Cowley House, Watlington Road, Oxford, OX4 6GA
Tel: 01865 785400 Website: www.oxfordbus.co.uk

Abingdon Campus Wootton Road, Abingdon OX14 1GG
Tel: 01235 555585 Website: abingdon-witney.ac.uk

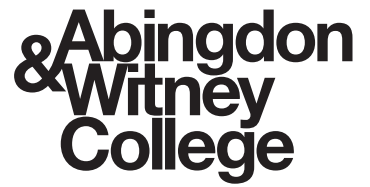
Witney Campus Holloway Road, Witney OX28 6NE
Tel: 01993 703464 Website: abingdon-witney.ac.uk

www.abingdon-witney.ac.uk

Abingdon and Witney College aims to promote equal opportunity for all those who wish to work and study here.

The College is committed to safeguarding and promoting the welfare of all our students and expects all staff and volunteers to share this commitment.

APPLICATION FOR BUS PASS TO TRAVEL TO COLLEGE ACADEMIC YEAR 2011/12



Term: **1** **2** **3** (Please circle) Bus Company: No. of Bus:.....

For Annual Passes please circle all three terms

Bus Route From: To:

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ALL passes to be paid for and collected from The Hub.

PLEASE COMPLETE AND RETURN TO THE HUB AS ADVISED

You will need to provide a recent passport sized photo when ordering your bus pass.

Not required for *Oxford Bus Company/Cityline*, *Heyfordian 114/115/116* routes, and *RH Transport X15* (Witney to Hailey/Common Leys only).

Surname: Forenames:

Home Address:

Post Code:

Home Tel No: Mobile Tel No:

Date of Birth: Current Age:

Name of Parent/Guardian:

Emergency contact: Telephone No:

Title of Course being studied:

Tutor: Campus:

I HAVE READ THE TRANSPORT GUIDELINES AND AGREE TO ABIDE BY THEM

Student Signature: Date:

FOR OFFICE USE ONLY	
Data inputted:	
Bus pass issued by:	
<small>(Staff signature required)</small>	
Bus pass number:	
Bus pass costs:	
Bus pass received	
Student Signature:	
Date:	
Payment Type (Please ✓ in correct box below)	
Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>
	Card <input type="checkbox"/>