

Godalming College – Farnham Bus Service

Operated by Safeguard Coaches Ltd

Application for permit to use the Service for the Academic Year 2016/17

Please complete details below for person who will be using the service	
Last Name:	Provisional Timetable (may be subject to change to meet demand) Please tick pick-up point: 07:15 Farnham Sports Centre, Dogflud Way 07:20 Wrecclesham, Royal Oak, 07:25 Rowledge, Hare & Hounds 07:35 Shortfield Common, Holly Bush 07:40 Frensham, St. Mary's School 07:45 Churt, Crossways 07:50 A287, Beacon Hill 07:55 Hindhead, Old Portsmouth Road 08:00 Grayshott, Crossways Road between Mowatt Rd/Kingswood Firs 08:02 Grayshott, Fox & Pelican HINDHEAD TUNNEL 08:10 Thursley (lay-by off A3) – Provisional – subject to demand 08:30 Godalming College, Main Building The return journey will depart from the College at 16:30
Forename:	
Address:	
Postcode:	
Telephone:	
Home:	
Mobile:	
Additional Mobile:	
The above details will be used as necessary on a confidential basis to contact the user (or parent/guardian) regarding any operational issues about the service	

Payment:



£800 (Payment in full)	
£500 (First Instalment due by 9th September 2016 or first use of service)	
£300 (Second Instalment due by 10th February 2017)	

If you have mobility or other conditions that you feel we need to be aware of please provide details under separate cover to Martin McCarthy, Director of Services, Godalming College. Any details will be treated with strict confidentiality in line with the College Data Protection Policy.

I confirm that I have read and agree to comply with the terms and conditions relating to the service (see attached) and I commit to pay for the service for the full academic year.

Signed: (Parent)	
Date:	

Please return the completed form and the payment to:

Finance Office Godalming College
 Tuesley Lane
 Godalming
 GU7 1RS

Payment can be made by Cheque (payable to "Godalming College" or credit card - by telephone 01483 411235). Once the student has enrolled and has a student i/d no the College 'on-line' payment system can be used.

Please see terms and conditions attached for details of telephone contact details for the operator.

Godalming College – Coach Service from Farnham via Hindhead and Grayshott

Terms and Conditions for use of the Service 2016/17

1. The service can only be used by students who are currently registered and undertaking a course of study at Godalming College or staff who are currently employed by the College.
2. Permits for use of the service must be purchased in advance through the College. Users of the service must commit to use the service for the full Academic Year 2016/17 and payment must be made in advance by 9th September 2015 or before the first day of use as follows:
 - Farnham, Wrecclesham, Rowledge, Shortfield Common, Frensham, Churt, Beacon Hill, Hindhead, Grayshott, Thursley (A3 Lay-by) - £800 (payment in full) or instalments of £500 and £300.
3. The second instalment must be paid by 12th February 2017. Failure to make payment by the due date will result in a debt being accrued which will be recovered by appropriate means.
4. Refunds will only be made in exceptional circumstances at the reasonable discretion of the College. No refunds will be made in the event of a student or member of staff being dismissed from the College under the disciplinary procedure.
5. The permit issued will contain a photo I/d and must be carried at all times when using the service and shown to the driver when boarding the coach or when otherwise requested by the College Director of Services or member of staff authorised by the Director. The permit is not transferable under any circumstances and any breach will render the permit holder and the person using the permit fraudulently liable to disciplinary action under the College policies.
6. The permit is for travel from the nominated pick-up point only and any change must be authorised by the College Finance Office.
7. We regret that users cannot be accompanied by other students who are not registered users unless prior arrangement has been made in advance of the journey via the Finance Office. This facility will only be available if there is sufficient space on the coach.
8. Permits will be issued for travel on Mondays to Fridays during term times, excluding Bank or Public Holidays. The service will commence on the first day of teaching in the Autumn term and will operate throughout the year on all days that official teaching takes place, including exam periods. The dates of operation during the 2016/17 Year will (unless otherwise advised) be as follows:
 - Autumn Term
9th September 2016 (for Lower Sixth) 12th September 2016 (for others) to 16th December 2016 (excluding half-term 24th October to 28th October 2016)
 - Spring Term
3rd January to 7th April 2017 (excluding half-term 13th to 17th February 2017)
 - Summer Term
24th April to 12th July 2017 (excluding Bank Holiday 1st May and half-term 29th May to 2nd June 2017)
9. Users of the service must comply with the safety instructions published and issued by the service provider or the College. Seat belts must be worn at all times and there must be no moving around the coach when the vehicle is under way. Luggage must be stowed or held securely and must not be allowed to obstruct the aisles or cause danger or nuisance to the driver or other passengers.
10. **The contact numbers for any queries about delays or cancellations due to weather conditions etc are: 01252 724010 (0900 – 1730) or 07803 452989 (if office closed).** If the College is closed due to snow the operator will be informed and a notice will be published via the College website, Facebook, Twitter, Student Portal (Godalming Online) normally by 6.30 am.
11. Any complaints about the service should be made to the Director of Services at the College and should be by letter or email: martinmccarthy@godalming.ac.uk

Martin McCarthy

Director of Services