

BUS PASS ORDER FORM 2018-2019



If you would like to purchase a bus pass, you can do so through Highbury College at a discounted student price. A **non-refundable deposit of £5.00** must be paid at the time of ordering, with the remaining balance to be paid on or before collection.

On collection you will need to bring a passport-sized photograph or your existing photocard if you have one. Once you have been issued with a photocard, you will be expected to **keep it for the academic year**.

Please note that if you lose your bus pass or photocard there will be a **£20.00 charge for a replacement**. Misuse of bus passes will result in internal and external disciplinary procedures.

Please contact us on **(023) 9232 8954** or email **student.finance@highbury.ac.uk** if you have any queries.

IMPORTANT: When you pay your deposit you must forward this form to the Student Engagement Team.

Stagecoach passes take 1 week to arrive from the day of ordering

****First passes take up to 3 weeks to arrive from the day of ordering****



First Name: _____ Last Name: _____ D.O.B. _____

Address: _____

Post Code: _____ Telephone Number: _____

Campus you wish to collect your bus pass from:

- Highbury Campus (Cosham) Highbury Northarbour Highbury Arundel Centre

First Group (please indicate which pass and whole or half term)

Portsmouth Zone (PO1 to PO6)	Mon – Fri*	£111 full term	X
All Zone: Hampshire (PO1 to PO17)	Mon – Fri*	£160 full term	X

First Group Annual Pass from Tuesday 4th Sept 2018 to Friday 28th June 2019 (please indicate which pass)

Portsmouth Zone (PO1 to PO6)	Mon – Fri*	£305	X
All Zone Plus: Hampshire (PO1 to PO17)	Mon – Sun*	£435	X

Stagecoach (please indicate which pass and whole or half term)

Portsmouth Megarider Portsmouth, Farlington, Cosham (not Havant)	Mon – Sun*	£111.00 full term	X	£55.50 half term	X
Megarider South Hants Portsmouth, Clanfield, Emsworth, Hayling Island	Mon – Sun*	£162.00 full term	X	£81.00 half term	X
Goldrider Hampshire	Mon – Sun*	£216.00 full term	X	£108.00 half term	X

Notes

Academic Terms	Valid on the date shown below
Autumn Full Term*	Tuesday 4 th September 2018 – Friday 21 st December 2018
Spring Full Term*	Monday 7 th January 2019 – Friday 5 th April 2019
Summer Full Term*	Tuesday 23 rd April 2019 – Friday 28 th June 2019

* Any time of day

Privacy Notice

Highbury College is the Data Controller of personal information about you. Our address is Highbury College, Tudor Crescent, Portsmouth PO6 2SA. Our Data Protection Officer is Zoe Martin whose contact details are at the bottom of this notice.

As a public body the information collected in the Bus Pass Order Form is of public interest and will be shared with the Education & Skills Funding Agency and the Department for Education. Where the information we collect is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

Your information may also be shared with other organisations such as Local Authorities, Transport Operators and with some other organisations for education, training and employment related purposes, including for research. If under 18, details of your progress will be shared with your parents/guardians/next of kin throughout your course by the College.

All financial information will be held securely in your personal file (both paper and electronic) until it is no longer required for audit purposes. It will be kept for the current year the application is made plus six years. It will then be disposed of securely.

You retain the following rights:

- The right to access your personal information, using the College's Subject Access Request process
- The right to have inaccurate personal information changed by e-mailing info@highbury.ac.uk or by contacting Reception
- The right to restrict the processing of your personal information (in certain circumstances)
- The right to object to the processing of your personal information
- The right to lodge a complaint with the Information Commissioner's Office in relation to how Highbury College has processed your data at www.ico.gov.uk/concerns

If you have any concerns about the above, please contact dpo@highbury.ac.uk or 02392 383131.