

**STUDENT TRANSPORT ELIGIBILITY ASSESSMENT**

**Scarborough TEC will provide assistance with transport for college students who meet our eligibility criteria as shown below:**

**Fully Funded Bus Permit**

- Students aged 16-18 enrolled on a full time programme, who live 2.1 miles or more away from the campus where they are studying and have a household income less than **£24,000**
- Exempted students (see list below)

**Discounted Bus Permit**

- Students aged 16-18 enrolled on a full time programme and have a household more than **£24,000**
- Students aged 19 or over enrolled on a full time programme

*(Note: Students on apprenticeship programmes are not eligible to apply)*

**Applicant information**

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Student Ref Number: \_\_\_\_\_ Course: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Email (This should be the email you use for enrolment): \_\_\_\_\_

Is your household income less than £24,000? Yes / No

If yes, please provide evidence ie Tax Credit letter 20/21, Income Support / Universal Credit / P60+last 3 months wage slips – see bursary form for full details of what evidence is required.

**General Exemption Criteria:**

To receive a 16-19 Vulnerable Young Person Bursary, the young person must be either

- In care
- Care Leaver
- Getting Income Support (IS) or Universal Credit (UC) in place of Income Support in their own right
- Getting both Employment Support Allowance (ESA) and Personal Independence Payments in their own right.

They must also be aged under 19 on 31<sup>st</sup> August 2020 and satisfy other eligibility criteria such as residency requirements. (Evidence of the above must be provided for assessment)

In the event of a quarantine or lockdown we reserve the right to adjust the travel to reflect the situation within funding limitations.

**I agree for my information to be shared with the relevant bus company to enable the production of my bus permit. Yes / No**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use only:** Fully funded permit Discouted permit

Travel Co: \_\_\_\_\_ Zone (EYMS only) \_\_\_\_\_ Amount £ \_\_\_\_\_

Travel Co: \_\_\_\_\_ Zone (EYMS only) \_\_\_\_\_ Amount £ \_\_\_\_\_ PTO

## **Privacy Notice – How we use your personal information**

### **Why do we collect personal information?**

The TEC Partnership collects and processes personal data relating to its students to effectively manage learning and to meet its statutory obligations as an FE College. The TEC Partnership is committed to being transparent about how and why it collects and uses that data and to meeting its General Data Protection Regulation (GDPR) obligations.

*The TEC Partnership consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, Career 6, The Academy Grimsby, Learning Centres and Modal Training.*

### **What personal information does the organisation collect and how long will it be kept for?**

The TEC Partnership collects personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet its legal obligations with the Education and Skills Funding Agency (ESFA).

All data collected and processed on behalf of ESFA will be held for as long as we are legally required to do so.

- Financial records are held until 31<sup>st</sup> July 2026.
- If your application is unsuccessful, the reasons for not being awarded will be added to your electronic learner record and the application form securely deleted.

### **How is this collected and stored?**

Data is stored in a range of secure places, including the student information management systems, paper records stored in secure places and on electronic documents within a secure network.

### **Who has access to data?**

Information will be shared internally, with any TEC Partnership staff who need access to the data to provide services to students.

Where the TEC Partnership engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with GDPR legislation.

### **What rights do you have?**

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

Further information can be found at <https://tecpartnership.com/privacycentre>