Application for a Scholar’s Concessionary Permit

Before completing this application form please check that this is the most suitable product for the type of journeys that you make.

This permit entitles the holder to pay the concessionary fare on bus, train or Metrolink to travel to and from school or college Monday to Friday before 9pm term time only. It does not allow the purchase of return or season tickets.

You may wish to consider other products which offer monthly and weekly tickets if you make other journeys for example evenings, weekends and non-term time.

Please visit www.tfgm.com or a Travelshop for more information and visit your local bus operators website before making your application.
Conditions of eligibility

The scholar making the application:

- must be permanently resident within Greater Manchester
- must be aged from 16 years to 19 years (extended to the end of the academic year in which the 19th birthday is reached). For the purposes of the regulation the academic year is deemed to commence on 1 August
- must attend a FE course (not HE course) at a day school or college of further education
- must not be in receipt of any other free or concessionary travel permit issued by Transport for Greater Manchester or the Local Authority
- must not be attending school/college on a day release, block release or as part of their employment.

Permits required for the start of a new academic year in September can be applied for from 1 August.

Conditions of issue

- This permit entitles the holder to travel to and from the school/college stated on the permit, Monday to Friday before 9pm during term time, and for other journeys if supported by a valid Journey Variance Voucher.
- The permit is valid only within Greater Manchester – on journeys where the school/college attended is outside the Greater Manchester area, the permit may only be used to the county boundary.
- The permit is valid for travel at the concessionary fare on all eligible bus services and for half fare on Metrolink and standard class rail travel, on journeys between home and school/college as detailed overleaf.
- This permit is valid only until the expiry date shown or the date that the student leaves the school/college – whichever is first.
- The permit must be shown to the driver, conductor or ticket collector and, when requested, to any authorised official of Transport for Greater Manchester.
- The permit may only be used by the person whose name and photograph appear on it and is not transferable.
- The permit is not valid if mutilated or defaced in any way.
- Misuse of the permit may result in its withdrawal and legal proceedings being taken.
- This permit is issued subject to the passenger regulations and by-laws of Transport for Greater Manchester and the operators on whose services it is valid.
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Academic year commencing August _____________

Applicant’s details

Surname

First name(s)

Date of birth Male/Female

Address

Postcode

Declaration
I confirm that the information I have given is correct and acknowledge Transport for Greater Manchester will use this information to check my eligibility and process my application for a scholars permit.

Signature of applicant

Date
1. **Outward journey details** *(where journey to school/college begins)*

Nearest bus stop (ie: road/street) or rail station/Metrolink stop

Area

2. **School/college details**

Name of school/college for which the permit is required

Address

Postcode

Description of course

Level (A Level, BTEC etc)

☐ Full time (please tick)

3. **Additional education establishment**

For TfGM use: If no additional sites please write N/A on permit

Nearest bus stop (ie: road/street) or rail station/Metrolink stop

Area

4. **School/college stamp**

This stamp confirms that the above applicant is under 19 years of age and attends this college/school on a full-time, non-advanced course, at both sites.
How to apply

• either take your completed application form to your nearest Travelshop (see next page for details) and collect your permit five days later; or

• post your completed application form to the address on the next page and allow 14 days for your permit to be sent to you.

Cost of permit

The cost of the initial and replacement permits for the academic year is £5.00.

Please complete the details requested on this application using the checklist below to make sure you have everything before submitting your application.

Checklist

I have:

☐ read the conditions of eligibility and completed the form in full

☐ obtained a passport size photograph with the school/college stamp on the reverse

☐ enclosed a copy of my birth certificate or medical card

☐ had this form stamped by my school/college

☐ included the £5 fee (For postal application - cheque or postal order only please made payable to Transport for Greater Manchester)

☐ enclosed a stamped self-addressed envelope for return of my permit (if postal return is required).

Data Protection

Transport for Greater Manchester is the Data Controller for the purposes of the Data Protection Act 1998. Your information is being collected for the purpose of administering a travel pass only. Transport for Greater Manchester will manage the information you provide in a manner that conforms to the Data Protection Act 1998.
Travelshop applications

Travelshop staff will ask you to leave your application form and return to collect your permit in **five days**. Travelshops can be found at the following bus stations:

Altrincham Interchange, Ashton, Bolton Moor Lane, Bury Interchange, Eccles, Hyde (Clarendon Street), Leigh, Shudehill Interchange, Middleton, Oldham, Rochdale Interchange, Stockport, Wigan and Wythenshawe Interchange.

Postal applications

If you cannot get to a Travelshop and wish to apply by post, you can do so and will need to include the following in addition to the checklist on this form:

- a stamped self-addressed envelope

- the fee by cheque or postal order only, made payable to Transport for Greater Manchester (We cannot accept responsibility for cash sent through the post)

- a **photocopy** of your birth certificate or medical card (Transport for Greater Manchester accepts no responsibility for original documents sent through the post)

When sending a postal application, please post to:

**Concessionary Travel**  
**Customer Services**  
**Transport for Greater Manchester**  
**PO Box 429**  
**Manchester**  
**M60 1HX**

Please allow two weeks for the return of your permit during August/September.