

**New College Annual Bus Pass 2024/25 – Year 13 (existing students)**

Dear Students, Parents and Carers,

Due to an increase in the cost of providing services, we are writing to advise you that the fee for the annual college bus pass will increase from £325 and the cost for 2024/25 will be £375.

To support students in meeting this cost we are offering the following payment options, the full amount must be paid by 1 November 2024;

1. Pay in full before 3 July (student progression day and last day of term).
2. Pay one payment of £125 by 3 July and then two further £125 payments by 1 October and 1 November.

We are now a cashless college and payment must be made via our new online shop. The shop launches 1<sup>st</sup> June 2024. Please visit <https://nclt.collegestore.uk/products/details/travel/ncp-bus-pass> from 1st June to pay for your bus pass. Your student ID number is required to make payment.

Payment(s) can be made at any time but if you choose to pay by instalments, the deadlines must be met. Bus passes can be collected at progression via the LRC desk for those who have paid £375 or the first instalment of £125. You will need to show the QR code on your receipt to collect your pass.

**Students will not be permitted to travel by college bus on 9 September (the first day of term) without a valid pass.**

Existing bursary students will shortly receive an email from [studentfinance@nclt.ac.uk](mailto:studentfinance@nclt.ac.uk) asking them to create an account with 'PayMyStudent', our new online Bursary platform. Instructions will be provided for students to log on and confirm that a college bus pass or travel grant is required next year. **If the account isn't created by 26<sup>th</sup> June bus passes may not be renewed in time to collect at progression, 3<sup>rd</sup> July.**

If you're an existing bursary student and your circumstances have changed, meaning that you will need assistance getting to college next year, and **don't** already have a bus pass or travel grant in place, email [studentfinance@nclt.ac.uk](mailto:studentfinance@nclt.ac.uk) immediately.

The minimum £125 payment is required to secure your bus pass. Bursary support is available to all students who meet the family household income criteria. This can be used to help cover the costs of equipment, travel and general living expenses. Please see our website for further details and advice on how to apply:

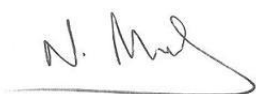
[www.ncpontefract.ac.uk/supporting-you-financially](http://www.ncpontefract.ac.uk/supporting-you-financially). If your application is successful then you will be refunded the £125 payment.

The demand for bus passes is very high and we recommend that students wishing to travel by New College buses pay as early as possible. If for any reason a bus pass is no longer required the following refunding structure will apply:

Before 7 October 2024	100% refund (of the amount paid)
Before 31 October 2024	50% refund (of the £375)
After 1 November 2024	No refund

Please either hand your bus pass back to the LRC desk, or take a copy of your receipt to LRC if you have not collected your pass in order for us to process your refund.

Yours Faithfully



Neil Mumby  
Vice Principal