

Our ref: SS/Induction/Bus Letter 2014

July 2014

Dear Student

NEW College Buses

If you live in an area served by one of our special buses you may already know about them. You may also know that although the College subsidises this transport, there is an annual cost for each student. For 2014-2015 this cost will be £350.

Payment Options

- £320 (early bird fee) paid in full by 27 August
- £350 full payment by 3 September
- Payment Plan – 4 Instalments – by September 3

Initial payment of £80, followed by 3 payments of £90 on 5 November, 5 February and 5 March
By either providing 3 post-dated cheques or 3 direct debit payments from your bank account

To obtain your bus pass you should complete the slip below and return it with your payment. Payment can be made:

- by post (cheques should be made payable to NEW College)
- by telephone to the Payment Desk using bank debit/credit card
- in person by bank debit/credit card or cheque at the Payment Desk

Please see overleaf when the Payment Desk will be open.

Please see over....



Payment for a NEW College Bus Pass:

Student Name: _____ Student ID Number: _____
D.O.B: _____

I wish to pay in FULL):

- £320 (by 27 August)
- £350 (after 27 August)

I wish to pay by INSTALMENTS:

- Initial payment of £80 plus 3 cheques for £90 dated **5 November, 5 February and 5 March**
- Initial payment of £80 plus completed Direct Debit Form

Signed(Parent/Guardian) Date

Temporary college bus passes will be available at a cost of £15.00 for the week commencing 8 September for students who have not paid prior to the start of term.

You will be able to travel free on the buses on 3-5 September but from Monday 8 September, to travel on one of the college buses, you will need to either:

- Have a college bus pass for use on all buses except P7 (*please note only a college bus pass will be accepted on P9, P10, P11*)
- Have a Metro card (for use on P1, P2, P5, P7, P8, P12), or
- Pay on the bus (on buses P1, P2, P3, P4, P5, P7, P8, P12)

Payment Desk – Opening Hours

Before the start of term:

Thursday 14 August	8.30am – 1.00pm
Friday 15 August	8.30am – 1.00pm
Monday 18 August	8.30am – 1.00pm
Tuesday 19 August	8.30am – 1.00pm
Wednesday 20 August	8.30am – 1.00pm

At Enrolment:

Thursday 21 August	8.30am – 4.00pm
Friday 22 August	8.30am – 4.00pm
Tuesday 26 August	8.30am – 4.00pm

Progression Day:

Wednesday 27 August	8.30am – 4.00pm
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From 3 September Onward

The Payment Desk is Open Monday/Wednesday/Friday each week from 8:45am to 1:00pm

Bus passes will be available for collection on 4 and 5 September at Student Services.

Good luck with your exam results.

Yours faithfully



Pauline Hagen
Principal