

The price of the college bus pass will remain the same.

However, for the **2020/21** academic year, a bus pass fee rebate equivalent to **£4.40 per week** will be made to eligible bus pass holders in accordance with the following criteria:

- The learner must have purchased and paid in full for a full year (£375) or relevant semester (£200) bus pass. Leyland zone passes and Bursary funded bus pass holders are not eligible for the rebate.
- The learner's **confirmed** timetable for the eligible period includes **a total of 1 day per week, or less**, of on-campus activities.
- Eligible periods refer to each half term.
- Rebates will be automatically paid each half term directly to students' **RunshawPay** accounts.

The College transport service operates 5 days a week, ensuring all timetable combinations are covered and providing students with a safe, consistent mode of transport.

Although I must highlight the value of the college Travel ID, if you deem the pass unnecessary, you can request a full refund up to **11<sup>th</sup> September** by emailing our Transport team. After this date, regular terms and conditions will apply.

Before requesting this refund or opting not to purchase a pass at this time, we would strongly encourage you to consider the long-term implications. As I'm sure you can appreciate, the current situation is rapidly changing. Therefore, if students begin college on a one day timetable and this subsequently changes to a four day on-campus timetable, we cannot guarantee a place on a chosen service for applications received at a later date and there is no option to pay daily.

Again, eligible students will automatically receive their rebates each half term directly to their **RunshawPay** accounts.

If you have any further queries, please do not hesitate to contact me.

Kind regards,



Mel Hamer  
Transport Co-ordinator

# Runshaw College

## Addendum to 2020/21 Bus Pass Terms and Conditions

### 2020/21 Rebate Policy

The College offers all students a high quality, full time study programme. However, due to the impact of COVID-19 and social distancing procedures, it is anticipated that the requirement for learners to attend on-campus classes will vary by course (and group) allocation.

The College transport service operates 5 days a week, ensuring all timetable combinations are covered and providing students with a safe, consistent mode of transport.

The current bus pass fee (£375) includes a College subsidy of circa 50% towards the full contracted service cost. The College recognises the importance of value for money and is committed to offering the best possible service to all learners.

For the **2020/21** academic year, a bus pass fee rebate equivalent to **£4.40 per week** will be made to eligible bus pass holders in accordance with the following criteria:

- The learner must have purchased and paid in full for a full year (£375) or relevant semester (£200) bus pass. Leyland zone passes and Bursary funded bus pass holders are not eligible for the rebate.
- The learners **confirmed** timetable for the eligible period includes a **total of 1 day per week, or less**, of on-campus activities.
- Eligible periods refer to each half term.
- Rebates will be automatically paid each half term directly to students **RunshawPay** accounts.

Why is the rebate £4.40 per week?

The standard bus pass fee of £375 equates to £10.90 per week, based upon an academic year of 34.4 weeks.

The maximum theoretical cost for an individual return journey has been set at £6.50.

Therefore, to ensure best value for money for all service users, a rebate of £4.40 (£10.90 less £6.50) has been set for bus pass holders meeting the criteria above.

To ensure the safety of all our students and bus operators and to comply with our COVID-safe Risk Assessment, **we are unable to support students paying daily on our buses** at this current time.

Our risk assessment has taken into consideration the need to be able to track and trace passengers, to manage maximum capacity on each service and to comply with guidance regarding cash handling.