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| College Coach 2018-19 Terms and Conditions  |

*Please read this document carefully, this document must be read before you apply for college coach transport.*

Students must apply each year for college bus passes and/or bursary support (if eligible). Please visit <http://www.henleycol.ac.uk/life-at-henley/transport/> for further information on how to apply or transport and/or bursary.

Refunds on college-run coaches

* Passes are supplied and valid for the **whole academic year**
* Refunds are only available if a student leaves his/her course of study at the College or moves house and on surrender of the pass
* Refunds are calculated on a weekly pro-rata basis from receipt of the surrendered bus pass
* No refund is available if the student leaves College after the 1st February 2019

Bus passes must be shown to the coach driver on every journey otherwise you will be refused entry.

There is both a no smoking and a zero tolerance to anti-social behaviour policy on all college buses. Students who abuse this policy will have their pass taken away and no refund will be given. Students will also be put onto a disciplinary report.

Students must carry their College Identity Card, as well as your bus or train pass, to show on request. If you lose your I.D/bus pass you must get it replaced as soon as possibleor you risk being fined. **Tickets cannot be purchased on the coach and students unable to show a valid pass will be refused travel**. Passes are **non-transferable** and may be withdrawn without refund if used fraudulently. Passes will be withdrawn if payments are not met. If you do not adhere to the college code of conduct you may be subject to a fine and disciplinary action.

Coach timetables may be subject to change, if any students are affected by any changes parents/guardians will be notified.

The Henley College is committed to protecting your privacy. We will collect personal information from you when you enquire or apply for one of our courses, for college transport and/or bursary and while you are a student of the College (please visit: <http://www.henleycol.ac.uk/privacy-policy/> to read the College’s full privacy policy).

Enquiries can be made through Student Services in D507 or by phoning Natalie Groves on 01491 634006.