



Transport for  
Greater Manchester

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# 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. Permit holders may purchase child return or single tickets on MetroLink, concessionary return or single tickets on train and concessionary single tickets on bus.

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 **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.

**For TfGM use:**

£5     DOB     School stamp

Date issued    /    /    Permit No. \_\_\_\_\_



**Application for a Scholar's Concessionary Permit**

**Academic year commencing August** \_\_\_\_\_

**Applicant's details**

Surname \_\_\_\_\_

First name(s) \_\_\_\_\_

Date of birth \_\_\_\_\_ Male/Female \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

Email address \_\_\_\_\_

**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

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Area

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**2. School/college details**

Name of school/college for which the permit is required

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Address

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Postcode

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Description of course

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Level (A Level, BTEC etc)

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Full time (please tick)

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

**3. Additional education establishment**

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

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Area

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**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 overleaf for details) and collect your permit five days later; or
- post your completed application form to the address overleaf 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 personal information you provide in this form. TfGM's Data Protection Officer can be contacted at [data.protection@tfgm.com](mailto:data.protection@tfgm.com)

The information on this form will be used by Transport for Greater Manchester for the purpose of assessing your eligibility for travel concession. If your application is not successful, we will destroy the form after 12 months, in case a decision needs to be reviewed. If your application is successful we will use the information on this form to administer your travel pass. Your data will be destroyed 12 months after the card is expired or suspended for any reason. We will only share your data with third parties where we are required or permitted to by law, and in any other cases we will ask your permission first. For further information about how TfGM uses your personal data, including your rights as a data subject, please see our Privacy Policy on the website at [tfgm.com/privacy-policy](http://tfgm.com/privacy-policy) or contact the Data Protection Officer.

## 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  
M1 3BG**

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