



Transport for  
Greater Manchester

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# Application for a replacement Free School Pass

This form can only be used for applications for a replacement Free School Pass.

The child must have had a pass issued by the Local Education Authority for the current academic year which has been lost, stolen or accidentally destroyed.

## **Conditions of Eligibility**

**The first pass for the current academic year must have been issued by your Local Education Authority.**

**This form can only be used if your pass has been lost, stolen or accidentally destroyed.**

Please complete the questions opposite then use the checklist on the back page to ensure that all the required information has been given or enclosed and post your application to the address indicated.

## **Conditions of Issue**

- This pass entitles the holder to travel to and from school/college (as detailed opposite) Monday to Friday before 9pm and for other journeys if supported by a valid Journey Variance Voucher.
- The pass is valid for free travel on bus, Metrolink and train on journeys between home and school as detailed opposite.
- This pass is valid only until the expiry date shown or the date that the student leaves the school/college – whichever is first.
- The pass must be shown to the driver, conductor or ticket collector and, when requested, to any authorised official of Transport for Greater Manchester.
- The pass may only be used by the person whose name and photograph appear on it and is not transferable.
- The pass is not valid if mutilated or defaced in any way.
- Misuse of the pass may result in its withdrawal and legal proceedings being taken.
- This pass is issued subject to the passenger regulations and by-laws of Transport for Greater Manchester and the operators on whose services it is valid.

## **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.

**For TfGM use:**

£5     DOB     School stamp



Previous No. \_\_\_\_\_ Pass No. \_\_\_\_\_

## Application for a replacement Free School Pass

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

**Applicant's details** - to be completed by parent or guardian

Surname \_\_\_\_\_

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

Date of birth \_\_\_\_\_

Age \_\_\_\_\_

Male/Female \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Name of parent or guardian (in full) \_\_\_\_\_

Address (if different from above) \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

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

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

**1. Outward journey details** (where journey **to** school/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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**3. Additional location**

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

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Area

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**4. School/stamp**

This stamp confirms that the above applicant attends this school on a full-time basis and is entitled to this pass.

## Declaration – to be completed by pupil

This is my application for a replacement Free School Pass and I enclose my remittance of £5.00 made payable to Transport for Greater Manchester along with one passport size photograph with my name and my school/college stamp on the reverse, and a stamped self-addressed envelope.

Signature of pupil

Date

## Declaration – to be completed by parent or guardian

The information given in this application is correct.

Signature

Date

## Note for guidance

- Applications for the issue of the first school pass in the school year must be made to your Local Education Authority.
- All applications for the issue of duplicate school passes, in the event that the first pass issued has been lost, must be made on this form and sent to Transport for Greater Manchester (address shown on the back of this leaflet).
- All applications for replacement school passes must be accompanied by the correct fee (cheque or postal order made payable to Transport for Greater Manchester) and a stamped self-addressed envelope in which the pass can be returned to the applicant.

There is a charge of £5.00 for all replacement passes.

- One passport sized photograph must accompany this application with the scholar's name and the school/college stamp on the reverse.

Please use the checklist below to make sure you have everything before submitting your application.

## Checklist

I have:

- Completed the form in full.
- Enclosed one passport size photograph with the school/college stamp on the reverse.
- Enclosed a stamped self-addressed envelope.
- Enclosed the relevant fee (cheque or postal order made payable to Transport for Greater Manchester).

Transport for Greater Manchester will not accept cash payments.

See overleaf for details of charges and full conditions of eligibility.

## What to do next

Please return the completed form, photograph, cheque/postal order and stamped self-addressed envelope to:

Customer Services  
Transport for Greater Manchester  
PO Box 429  
Manchester  
M60 1HX

For enquiries phone **0161 244 1000**

7am – 8pm Mon to Fri, 8am – 8pm Sat, Sun & public holidays