

Please detach and retain this sheet for future reference



Refund of travelling expenses for students attending a full time course during the academic year 2010/2011

Wigan Council's Integrated Transport Unit (ITU) will refund travelling expenses in accordance with the following regulations to students who lived in the borough on the 30 June 2010 and attended full time courses at colleges of further education or sixth form establishments.

- The ITU must approve all claims for payment of travelling expenses of students.
- All new claims for students aged 16 to 19 are subject to a maximum payment of £50 provided their parents or guardians were in receipt of a means tested benefit for a period during the academic year 2010/2011 and proof can be shown. Please see the attached sheet.
- All new claims for students aged over 19 are subject to a maximum payment of £150 provided the student or their partner can show proof of receipt of a means tested benefit for a period during the academic year 2010/2011. Please see the attached sheet.
- Travelling expenses will be paid if the walking distance between home and college is more than three miles and less than 15 miles, as measured by the shortest reasonable walking route decided by the ITU.
- All claims must be based on the most economical method of travel, otherwise the ITU may reduce the amount claimed where deemed necessary.
- Each application will be assessed according to the individual circumstances, with exceptions to the general rules made for appropriate reasons as accepted by the ITU.
- Students undertaking a higher education course are not entitled to a refund of travelling expenses.

To expedite processing of the many travel expenses claim forms, please do not query any claim before the 28 October 2010. All claims must be received by 29 February 2012.