

CYCLING ALLOWANCE CLAIM

(amended August 2023)

Entitlement for Cycling Allowance:

Please note that a student can only claim for a cycling allowance if attending their nearest post-16 centre and live more than three miles walking distance from home as measured by the nearest available unimpeded route.

Financial support will only be available for students living in low-income households who meet the Council's qualifying criteria.

In order to qualify for low-income financial support, you, or a member of your household, must be in receipt of one of the following:

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Support under Part IV of the Immigration & Asylum Act 1999
- Guarantee element of State Pension Credit
- NHS Tax Exemption certificate (a photocopy of the card clearly stating the expiry date will be required)

You must supply a copy of the relevant low-income benefits with each application for cycling allowance.

The full Post 16 policy can be found on our website:

www.cambridgeshire.gov.uk/education/transport

How to apply:

- Fully complete the form overleaf, in CAPITAL LETTERS.
- Complete a separate cycling allowance for each student.
- Ensure the school/college complete section two, failure to this will result in your application being rejected.
- **Enclose a copy of your relevant low-income evidence with the form**

Note:

- Cycling allowance payments are £40.00 per term.
- From April 2018, payments can only be made by BACS, so please ensure you complete bank account information on the form.
- Retrospective payment can only be considered for the current academic year.

Section 1

Student Name			
Date of Birth			
Address			
Postcode			
School/College attending			
Term Claiming for (tick applicable)	Autumn	Spring	Summer
Bank Account Number			
Sort-Code			
Account Holders Name			
Account Holders Address (if different to above)			
Email Address			
Contact Telephone Number			
Parent/Guardian Signature			
Date			

Section 2

I certify that the above named student has attended school/college through the current term and he/she has cycled to school/college daily throughout this term and is not in receipt of a season ticket.

School/College (to be stamped and verified by school/college)	
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Please send completed forms to:

Passenger Transport, Delivery Team

Cambridgeshire County Council

Box Number ALC2649

New Shire Hall

Alconbury Weald

Huntingdon

PE28 4YE