Brighton & Hove City Council | East Sussex County Council | west sussex county council

Application for Sussex Student Card (2013-14)

Your personal details

Surname _____ Forename(s) _____

Title *(delete as appropriate)* Mr / Miss / Ms / Mrs / Other *(please state)*

Date of Birth / / Age on 31/08/13

Home Address

Postcode _____ Telephone number _____

Email

Which Local Authority area do you live in? *(delete as appropriate)*

Brighton & Hove East Sussex West Sussex

School/College details

Your College/School attended as of September 2013

Start date of course / / Date you expect course to finish / /

Will you be registered as a full-time student? Yes No

Please check all details above carefully to avoid any delay in issuing your card

Declaration and signatures

I believe that I have answered the questions correctly but you may check if necessary.
I enclose **a recent passport style photograph** which is a true likeness of me.
I understand that the information given on this form may be stored electronically and processed in accordance with the Data Protection legislation: it may be used for the prevention or detection of fraud, for which purpose it is registered under the legislation.
Please note that if you were born after 31 August 1995 we need your parent's signature as well as your own.

Student's signature Date / /

Parent's signature Date / /

Confirmation by School/College representative

I confirm that the applicant as detailed above is/will be 16 or older as at 31 August 2013 and is/will be enrolled on a full-time course of further education. **School/College representative's** signature

Date / /

Post this form with a recent passport style photograph (with your name on the back) and a self addressed envelope to: The Bureau, Payne Security, 14B Wildmere Road, Banbury, OXON OX16 3JU

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Guidance notes

What is the Sussex Student Card?

The card confirms that you are further education student aged 16 or over, living in the Sussex area (East Sussex, West Sussex and Brighton & Hove) and attending a school sixth form, sixth form college or a college of further education. N.B. Applications are not accepted from university students or students in Year 11 who turn 16 during the school year.

Each card has a unique number. If you wish to apply for a rail season ticket under the rail season ticket discount scheme (using www.southernrailway.com/further-ed/), you must include this number as part of your application. The card must be carried when using a rail season ticket purchased under the discount scheme.

How do I get a Sussex Student Card?

- Complete the application form overleaf. You must include the name of the Local Authority for your area and the table below will help with this question.
- Ask a representative from the school/college that you will be attending, to counter-sign the form to confirm that you are registered on a course.
- Include a recent passport style photograph, with your name printed on the back.
- Include a self-addressed envelope to ensure the card is returned to you as quickly as possible (please check that all boxes have been completed to avoid any delays).
- **Send the form** to The Bureau, Payne Security, 14B Wildmere Road, Banbury, OXON OX16 3JU enclosing your photograph (with your name printed on the back) and self-addressed envelope.

Council Tax Collected by	Local Authority for the area
Brighton & Hove City Council	Brighton & Hove City Council
Eastbourne Borough Council Hastings Borough Council Lewes District Council Rother District Council Wealden District Council	East Sussex County Council
Adur District Council Arun District Council Chichester District Council Crawley Borough Council Horsham District Council Mid-Sussex District Council Worthing Borough Council	West Sussex County Council

Before sending the form

- **please check the details**
- **make sure it is signed in the right places**
- **enclose the photograph *(with your name printed on the back)***
- **enclose a self-addressed envelope**