

# Huish Transport Contribution (HTC) Terms and Conditions

## Academic Year 2026-2027

- The Huish Transport Contribution offers re-imbusement of **30%** of ticket costs for students travelling on buses and trains (2<sup>nd</sup> class travel), to and from college during **term time only for households with an income of between £30,000 and £60,000 net, per annum, only.**
- The Huish Transport Contribution is funded directly by the college.
- The college reserve the right to change the amount awarded at any time during the year, subject to demand and availability of funds.
- Students who live less than 3 miles from the college will not be eligible for assistance with travel costs.
- Distance is measured from the home address to college using the 'walking' mode of Google Maps.
- Students travelling by train should purchase a [16-17 railcard](#) (up to 50% off fares) or a [16-25 railcard](#) (up to 1/3<sup>rd</sup> off fares) to receive discounted travel. **30%** of the cost of the railcard can be claimed from the Huish Travel Contribution. Please purchase daily train tickets or flexi day tickets, not season tickets.
- If your ticket covers a holiday period or non college days then this will be subtracted from the amount due to you.
- As with all our students, attendance and behaviour is monitored closely. Your transport contribution could be affected due to poor attendance and/or behaviour. If you feel there are issues or barriers which prevent you from attending, please speak to us.
- In order to access The Huish Travel Contribution, tickets/receipts should be kept and a photo uploaded to the PayMyStudent portal.
- Tickets must be uploaded by the 20th of each month and clearly display student name, date and cost of ticket. Tickets uploaded after this will be included in the next payment run.
- Tickets to a minimum value of £15 or more must be uploaded before an award will be made.
- If purchasing daily tickets, these must be grouped by week/month per screenshot taken. We are unable to accept 1 ticket per screenshot.

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- Should students withdraw from college then they will not be eligible for the Transport Contribution from the date of withdrawal.
- Tickets must be regularly uploaded. Any tickets dated older than 3 months will not be processed for payment.

### Other Information

- Students in receipt of a travel award from the Discretionary Bursary cannot also claim through the Huish Transport Contribution.
- Students residing at Oak House are not eligible to apply for the Travel Contribution.
- If an overpayment has been claimed or made in error then we reserve the right to request this money be returned to the college as soon as the discovery is made or withheld from future payments.
- In order to calculate your household income, we will require evidence of all income to the household for Parents/Carers this includes but is not limited to: employment, self-employment, Directorship(s) of Limited Company, interest on savings, dividends, rental income, pension income. We will also require evidence of benefits received though this is not considered when determining the household income.
- If your circumstances do not fall under any of the income categories listed above, please email [bursary@richuish.ac.uk](mailto:bursary@richuish.ac.uk) for further advice.
- In the case of self-employment/limited company/partnership; full accounts and a tax return/statement for the previous financial year will be requested as evidence. All drawings/wages/profits should be declared.
- If Universal Credit is claimed, we will ask you to provide 3 recent monthly statements in full, as a pdf.
- In the case of any other benefits claimed, a letter confirming that the benefit is claimed will be required.
- If your circumstances change mid-year, you should advise [bursary@richuish.ac.uk](mailto:bursary@richuish.ac.uk) in writing as this may affect your entitlement and they will advise accordingly.
- When completing the Huish Transport Contribution application form, please be aware that giving false or incomplete information that leads to

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incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This could result in a referral to the police with the possibility of the student and/or their family facing prosecution.

- The **closing date** for applications to the 2026-2027 Transport Contribution is **30 September 2026**, however we reserve the right to close applications early depending on number of applications.
- The Huish Transport Contribution is fully funded by Richard Huish College and is in no way linked to the Discretionary Bursary.
- All queries regarding the Transport Contribution should be directed to [bursary@richuish.ac.uk](mailto:bursary@richuish.ac.uk)
- Follow the link for our [Privacy notice](#)