

# Information

## Travel Assistance Renewals - 2023-2024

If you are applying to renew your child's existing travel support as you are a Middlesbrough resident and your child's home is where you live apply using the [EIA application form 2023-2024 Year 8-11 renewal](#). We aim to initially assess your application within 20 working days of receipt in full. Application forms to renew travel assistance for existing eligible students including any required evidence, documentation of photo must be received by **Friday 14<sup>th</sup> July 2023** at the latest to ensure that their support is in place for the start of the September 2023 term. It is your responsibility as the parent/carer/guardian of the child to ensure that they attend for school.

### Section 1: What do I need to send to you?

If you are applying as your child is in receipt of free school meals

- Complete and return the 2023/24 Renewal Form [EIA application form 2023-2024 Year 8-11 renewal](#) **plus**
- Documentation outlined below based on the type of travel assistance offered

If you are applying as your family are in receipt of maximum working tax credit or meet the universal credit threshold

- Complete and return the 2023/24 Renewal Form [EIA application form 2023-2024 Year 8-11 renewal](#) **plus**
- Enclose pages 1, 2, 3, & 4 of your entitlement to the maximum level of Working Tax Credit for the year **April 2023 to April 2024** or provide evidence of Universal Credit entitlement
- Documentation outlined below based on the type of travel assistance offered

### Type of Travel Assistance

If your child has been offered travel or a bus pass on designated bus or vehicle then complete and return the:

1. Renewal Form [EIA application form 2023-2024 Year 8-11 renewal](#)
2. Behaviour Form
3. Emergency Care and Contact Form via email.
4. Recent passport style photo - head and shoulders - no sun glasses/pouting/filters etc.
5. Required evidence as per Section 1

**Please note:** No 2023/24 Valid Bus Pass, No Travel. Being eligible for travel assistance does not permit your child to travel.

If your child is to receive refund of fares or fuel costs then complete and return the:

1. Renewal Form [EIA application form 2023-2024 Year 8-11 renewal](#)

2. Bank Form
3. Required evidence as per Section 1.

We aim to get your child's bus pass issued or payment date planned within 20 working days from receipt of the required renewal form, evidence, documentation or photo.

Any application form received without the required evidence, documentation or photo will be deemed incomplete and will be returned to you and will not be processed. Your child will not be able to travel without a valid pass.

If your application form including all required documentation, evidence or photo is not submitted in full by **Friday 14<sup>th</sup> July 2023** it may be that we have insufficient resources available to process your application and travel support may not be in place for the start of the September 2023 term. It will be your responsibility as parent/carer/guardian to ensure that your child attends school in any interim period.

If there have been any changes to your address or family circumstances your application will not be classed as a 'renewal'. You must submit a New Application which may delay any initial assessment or support taking place.

Should you require any further information or are required to submit any documentation/photo please do not hesitate to contact Integrated Transport Unit Team via email: [eia@middlesbrough.gov.uk](mailto:eia@middlesbrough.gov.uk).

You can also find further information about Home to School Transport and how to apply for new applications on the [home to school transport page](#).