



Ellesmere College Bus Service
Conditions of Use 2023-2024

Termly Charges

- The rates for the year are set before the start of the academic year.
- Charges are applied to pupils' accounts termly in arrears. This means, for example, that Michaelmas term's charge would be applied to the Lent term invoice.
- There are 2 pricing structures.
 - The **daily rate** is for day pupils, and entitles a pupil to travel every day of the term, both to and from the College.
 - The **weekly rate** is designed for weekly boarders, and this entitles a pupil to travel in on a Monday morning and home again on a Friday evening.
- If a pupil wishes to stop using a service a full term's notice in writing to the Finance Office is required, otherwise a fee in lieu of notice may be payable.

Passes and Seats

- Permanent passes are no longer issued. Parents will be informed that we have included your child on the correct route and on the Master Bus list by letter.
- Seats are guaranteed ONLY for the journey stated on the latest Master Bus list held in the Finance Office.
- When a pupil stops using the service it is the responsibility of parents to inform the Finance Office, if we are not informed correctly charges will continue.

Occasional Bus Passes

- A request for a seat on any of the routes can be made through the Finance Office or the Lower School Secretary. Only when the pass has been authorized can the seat be used and then only for the journey stipulated on the pass.
- If there is no regular charge being made for the day the journey is requested, a charge of **£8.50** per journey will be levied.

Contact

- Contact details for the Finance Office:
 - buses@ellesmere.com
 - 01691 622321