

KHALSA COLLEGE TRANSPORT ASSISTANCE POLICY – 2015.

1. Objective is to support eligible students with transport assistance. This will enable students to gain access and equity to quality educational facilities within their home zone schools.
2. All students whose parents combined salary or income of \$15 600 and below are eligible to apply for assistance.
3. All students who are eligible for transport assistance allowance shall complete a transport assistance application form.
4. Transport assistance will assist to reduce transport cost burden on the parents.
5. All students whose parent's composite salary/ income of \$15,600 or less are eligible to apply for assistance.
6. Applicants will provide all requested information in Transport Assistance Application Form provided.
7. Salary slips as evidence of working parents are to be attached with the form.
8. For applicants whose parents are without salary slips, a statutory declaration form shall be filled, witnessed by relevant authorities, supported by applicant's school teacher.
9. School heads will scrutinise application forms and endorse only if all the information are in order and complete.
10. All application forms shall be distributed to all eligible students on first day of school and shall be completely filled and returned to school head by second week of Term 1.
11. School heads will send all completed forms to Education Office.
12. All application form details will be entered in FEMIS database.
13. Transport Assistance unit shall issue vouchers as per approved list to all schools.
14. New students shall be provided with coupons soon after their application forms are vetted and processed. In this interim period, their parents shall pay for their bus fare.
15. Schools will collect approval list with vouchers from education office.
16. School will issue coupons on the daily basis to all eligible students.
17. School will submit returns before vouchers will be issued.
18. School records will include:

- i. Voucher date
- ii. Name and year of students
- iii. Voucher serial no
- iv. Signature of student receiving the voucher

19. Acquittals and ticket butts shall be returned to district office.

20. Students shall travel in buses servicing their area.

21. All complaints on bus issues are to be addressed to school head.

Principal

Date: _____