PUBLIC TRANSPORT VICTORIA

2016 Victorian Public Transport
Student Concession Card and Student Pass Application Form

Applying for your card

Complete this application form to obtain your 2016 Victorian Public Transport (VPT) Student Concession Card (a $9 fee applies).

You must carry your VPT Student Concession Card with you at all times when travelling – this is your proof of entitlement to travel on a concession fare on metropolitan, V/Line and regional bus services.

You cannot use your school issued student ID card to purchase a concession fare on public transport.

If you are an eligible primary or secondary student, you can also apply for a half yearly or yearly Student Pass using this form. Only primary and secondary students may buy a Student Pass (conditions apply, see Eligibility Criteria).

Student Passes will be loaded onto a new or existing concession myki (with the exception of Colac Transit, Southwest Transit and Portland Transit Student Passes, which will continue to be issued as paper passes). The myki card fee for a new myki is waived. It is strongly recommended that you register your myki online at **ptv.vic.gov.au** or by calling **1800 800 007**.

Victorian Health Care Card

If you've been issued a Victorian Health Care Card by Centrelink, it can also be used as proof of entitlement. You will not need to apply for a VPT Student Concession Card unless you require a student pass.

Eligibility criteria

To obtain a VPT Student Concession Card you must be:

- undertaking full-time study at a School/Institution registered with the Victorian Department of Education & Training as shown in the Victorian Public Transport Approved Schools Register; and
- a citizen or permanent resident of Australia (Special Category Visa holders excluded), students studying as part of an approved overseas exchange program; and, students holding an Australian Awards Scholarship.

Students attending a TAFE college and studying full time VCE or VCAL are eligible to obtain a VPT Student Concession Card.

What you need to do

Step 1: Complete all sections on the form (excluding Section F), ensuring that the 'Declaration' is signed.

Step 2: Glue (do not use sticky tape) TWO identical original colour passport-quality photographs to the form. Photographs must be clear head shots taken front on. Photocopies, black and white photographs or photographs not meeting these requirements will not be accepted.

Step 3: Once the form is completed and photographs glued, take the form to the Principal/Bursar/Registrar or Secretary of your School/Institution. They will need to overstamp the photograph with the official School/Institution stamp. They will also be required to sign and stamp the School/Institution Declaration.

Please note: You must meet the eligibility criteria detailed on this form.

Step 4: Take the completed form with the appropriate payment to an issuing point for processing (refer: Locations of issue). Payment may be made by cash, debit card, Visa or MasterCard (not all outlets).

Cheques are accepted at metropolitan premium stations and can be made out to "Metro Trains". The cheque must have the owner's name, address, contact number and driver's licence number printed on the reverse. Cheques are not accepted at V/Line railway stations.

VPT Student Concession Card validity dates (for eligible students)

- Yearly: From purchase to 28 February 2017.

Student Pass validity dates (for eligible students)

- First half-yearly passes expire on 31 July.
- Second half-yearly passes start on 1 July and expire 28 February the following year.
- Yearly passes start when activated by touching on and expire on 28 February the following year.

Locations of issue

PTV Hubs (excluding Southern Cross), Metropolitan Premium Stations*, Staffed V/Line Stations & V/Line ticket agents

Call **1800 800 007** for locations and hours of operation or visit **ptv.vic.gov.au**

* Some stations may not be able to sell VPT Student Concession Cards and Student Passes before 9:30am and between 3:30pm to 6:00pm weekdays.

For more information on Public Transport Victoria services:

Visit **ptv.vic.gov.au** or call **1800 800 007**

Public Transport Victoria (PTV) is your central stop for information on public transport services, fares, tickets and initiatives. Up-to-date information is available via our website, call centre and mobile applications.

File Number

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Note: > Debit and credit cards (Visa and MasterCard only) are accepted.
> Staff at the issuing point reserve the right to reject applications that fail to comply with the terms and conditions.

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Registration

It is strongly recommended that you register your myki. myki registration provides the following benefits:

Balance protection

If your myki is registered and you report it as lost or stolen, your old card will be blocked from use. The remaining balance will be transferred to a new replacement myki at no cost.

Auto top up

You can set up auto top up so that when your myki money balance hits a certain value (e.g. $10), it automatically tops up with a value of your choice (e.g. $50).

Manage your account online or via the call centre

You can check your myki money balance, the days remaining on a myki pass, your travel history, arrange top ups over the phone or online and change your personal details.

Register another person's myki to your own account and manage it

For example you can manage your child's myki.

Travel and transaction history

Registered customers can view up to six months of travel and transaction history online. You can also request up to two years of travel and transaction history by calling **1800 800 007.**

Place a cross within the appropriate box when selecting an option X

Please complete in **BLUE OR BLACK INK** and in **CAPITAL LETTERS**

Section A: Details of applicant

Title (eg, Mr, Mrs etc)

Family name/surname

First given name (in full, no initials)

Mailing/Postal address (please leave a gap between numbers and words)

Unit number/street number/street name/PO box

Suburb/town/locality

State

Postcode

Contact details (must provide at least one contact)

Phone number

Email address (please use capital letters)

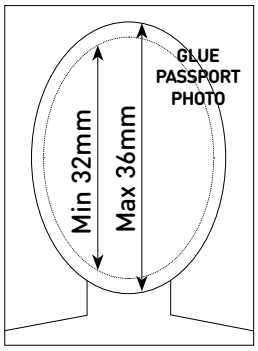
Residential status (please cross one)

X Australian citizen/permanent resident

OR

X Overseas exchange student, student with a refugee status, or a student holding an Australian Awards Scholarship

Photographs (please attach here)



Student's name (in CAPITAL LETTERS)

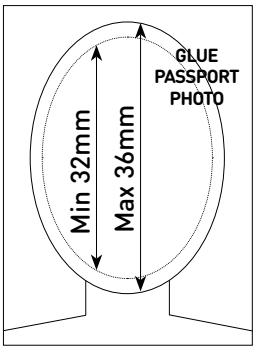
School stamp (mandatory).

Please stamp the photograph, in the top left hand corner, with the official School/Institution stamp.

Please DO NOT stamp over the face of the photograph.

Glue photo face up.

Glue photo face up



Photographs (mandatory)

Glue TWO identical original colour passport-quality photographs to the form.

Photographs must be glued down by the applicant prior to presenting this form to an issuing location.

Do not use sticky tape.

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Section B: School/institution declaration and photographs

I certify as correct the details of the student named in this application form and whose photographs are attached. I have verified these details by inspection of records held by this School/Institution. I declare that this student is full-time and eligible for a VPT Student Concession Card. I agree that this School/Institution will, upon request by PTV, confirm whether or not these details remain correct.

Signature of Principal, Bursar, Registrar or Secretary

Date

D D M M Y Y Y Y

Name of signatory (please print)

Name of school/institution (please write full name)

School/institution telephone number

Official school/institution stamp

Section C: Student Pass (Available to primary and secondary students only)

Victorian Student Pass

- Entitles the student to unlimited travel on metropolitan trains, trams, and buses, regional bus services and V/Line train and coach services (except for special or chartered services) operating wholly within Victoria.
- The Student Pass is an entitlement electronically loaded onto a concession myki and can be purchased only in their respective regions.
- The myki card number will be written on the VPT Student Concession Card. Both the myki and VPT Student Concession Card must be carried at all times when travelling.

Half Yearly X $285.00

Yearly X $546.00

Regional Transit Student Pass

- These Student Passes, when shown with a valid VPT Student Concession Card, are available for unlimited travel on all buses within the transit bus system and limited V/Line rail services.
- Geelong Transit, Ballarat Transit and Bendigo Transit Student Passes will be electronically loaded onto a concession myki.
- Paper Student Passes will continue to be issued for Southwest Transit, Colac Transit and Portland Transit and can be purchased only in their respective regions.
- The Paper Student Pass number or myki card number will be written on the VPT Student Concession Card. Both the myki and VPT Student Concession Card must be carried at all times when travelling.
- These Student Passes are only available from staffed V/Line stations in the regional cities listed (call **1800 800 007** to find out locations).

	Half Yearly	Yearly
Geelong Transit	X $224.00	X $427.90
Ballarat Transit	X $224.00	X $427.90
Bendigo Transit	X $197.10	X $354.60
Southwest Transit	X $150.10	X $281.80
Colac Transit	X $212.10	X $424.10
Portland Transit	X $212.10	X $424.10

Section D: Terms and Conditions (Please read)

1. Issued subject to the Transport (Compliance and Miscellaneous) Act 1983, the Regulations, the conditions set out in the Victorian Fares and Ticketing Manual, and the Conditions of Use set out on the back of the VPT Student Concession Card.
2. You must carry your VPT Student Concession Card when travelling on a student pass or concession fare and present it on request.
3. The VPT Student Concession Card and Student Pass remains the property of PTV. Lost, stolen or damaged VPT Student Concession Cards and Student Passes may only be replaced at the place of purchase. Originals, if found, must be returned to the place of purchase.
4. Your VPT Student Concession Card and/or Student Pass can only be used by you and are not transferable to others.
5. It is your responsibility to ensure you continue to meet the ongoing eligibility requirements for your VPT Student Concession Card and if you cease to be an eligible full-time student the VPT Student Concession Card and/or Student Pass must be returned to the place of purchase.

Section E: Privacy Notice and Declaration (Please read and sign)

PTV is collecting your personal information to facilitate the assessment of your eligibility for, and issuing and administration of, a VPT Student Concession Card and/or Student Pass. Where necessary, PTV may disclose your personal information to the Department of Economic Development, Jobs, Transport and Resources for purposes associated with the administration of public transport ticketing laws. Your personal information will otherwise only be used or disclosed by PTV if permitted under privacy law.

If you choose not to provide certain information (such as your name, address, or other contact details) as requested, PTV may be unable to process your application for a VPT Student Concession Card.

You are entitled to contact the PTV Information Privacy Officer at **ptvprivacy@ptv.vic.gov.au** and request access to any personal information about you, that is held by PTV.

PTV will take reasonable steps to correct and update any of your personal information that is established to be inaccurate, incomplete or not up to date or provide you with a written statement if such a request is refused.

Declaration:

I agree to the terms and conditions set out in this form, and acknowledge that I have read the Privacy Notice.

Signature of student or parent/guardian*

Date D D M M Y Y Y Y

Name of signatory (please print)

*Applications for students under the age of 16 must be signed by a parent or guardian.

Section F: Office use only

VPT Concession Card number

Concession myki card number

3 0 8 4 2 5

Regional Transit Student Pass number

Type of Student Pass issued

X Victorian Student Pass

X Regional Transit Student Pass

Town/region

X Yearly

X 1st half year

X 2nd half year

Date of issue D D M M Y Y Y Y

Date entered into database D D M M Y Y Y Y

By (initials)

Replacement VPT Concession Card number

Replacement myki card number

3 0 8 4 2 5

Replacement Regional Transit Student Pass number

Date of issue D D M M Y Y Y Y

Date entered into database D D M M Y Y Y Y

By (initials)