

How to apply for your 16+ Travelcard online

Before starting to apply, in addition to the scheme Terms and Conditions, please be aware of the following:

- This system is for online applications for the 16+ Travelcard Only
- You cannot apply online using this system if you attend Canterbury College
- You must complete all stages of your application in one session – you cannot save your details and return at a later time
- You must have an email address
- You cannot apply for a replacement pass online (if you have lost your current one, please phone 03000 41 84 84).

As all of the data which you enter is transferred directly into our systems, please take care when typing!

Please select the product type you wish to apply for. Details of the products can be found in the 16+ Travel Card Leaflet.



The screenshot displays the Kent County Council website interface for applying for a 16+ Travel Card. The header features the council's name and logo, a search bar, and a menu icon. The main heading is 'Apply for a 16+ Travel Card'. A progress bar shows four steps: 1. Application Details, 2. Product Details (current step), 3. Pupil Details, and 4. Parent/Carer Details. A sidebar on the left lists '16+ Travel Card Information' and '16+ Travel Card Application'. The 'Product Details' section includes a red star icon indicating a required field, a dropdown menu for 'Product' with a green checkmark, and a radio button for '16+ Travel Card Term 1'. 'Back' and 'Next' buttons are visible below the form. The footer contains links for 'About this website' and 'Contact us', along with the Kent County Council logo and a copyright notice.

Enter the details of your child in the appropriate fields. To make sure that the address you give is in the preferred format, please use the address finder by clicking on the "Find address" button. As the 16+ Travelcard is only available to Kent residents, only postcodes within Kent County Council's boundary will be accepted as valid. Remember to type a space between the first and second half of your postcode i.e. ME19 4QG and not ME194QG.

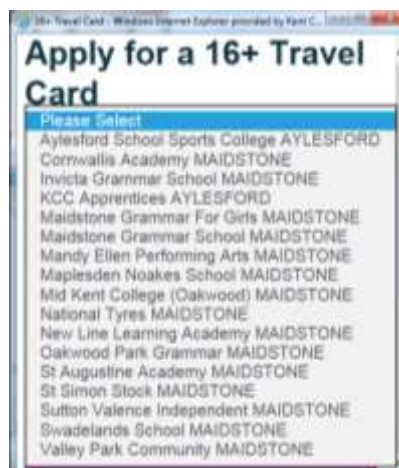


The screenshot shows the 'Apply for a 16+ Travel Card' form in a browser window. The title is 'Apply for a 16+ Travel Card'. Below the title is the section 'Find Address'. There is a link: 'Please click here for the guide to applying online'. A blue box contains the text: 'NOTE These search facilities a maximum of 500 addresses'. A red star icon is followed by the text: 'This symbol means that you must enter this information'. There are two input fields: 'Building number / name' and 'Postcode'. Below the input fields are two buttons: 'Reset' and 'Find Address'. A black arrow points from the text in the first paragraph to the 'Find Address' button.

Next, select your learning provider from the drop-down lists of districts and schools. If your school/college is not shown, please check that you have selected the correct district. If your school is not listed, please contact the Concessionary Travel Team on 03000 418484 as you will not be able to complete your online application at this time.



The screenshot shows the 'Apply for a 16+ Travel Card' form in a browser window. The title is 'Apply for a 16+ Travel Card'. Below the title is the section 'Find School'. There is a link: 'Please click here for the guide to applying online'. A blue box contains the text: 'Please Select'. A dropdown menu is open, showing a list of districts: Ashford, Canterbury, Dartford, Dover, East Sussex, Gravesham, London, Maidstone, Medway, Other, Sevenoaks, Shepway, Surrey, Swale, Thanet, Tonbridge & Malling, and Tunbridge Wells. There is a search input field with the placeholder text 'Please select a school'.



The screenshot shows the 'Apply for a 16+ Travel Card' form in a browser window. The title is 'Apply for a 16+ Travel Card'. Below the title is the section 'Please Select'. A dropdown menu is open, showing a list of schools: Aylesford School Sports College AYLESFORD, Cornwallis Academy MAIDSTONE, Invicta Grammar School MAIDSTONE, KCC Apprentices AYLESFORD, Maidstone Grammar For Girls MAIDSTONE, Maidstone Grammar School MAIDSTONE, Mandy Ellen Performing Arts MAIDSTONE, Maplesden Noakes School MAIDSTONE, Mid Kent College (Oakwood) MAIDSTONE, National Tyres MAIDSTONE, New Line Learning Academy MAIDSTONE, Oakwood Park Grammar MAIDSTONE, St Augustine Academy MAIDSTONE, St Simon Stock MAIDSTONE, Sutton Valence Independent MAIDSTONE, Swadelands School MAIDSTONE, and Valley Park Community MAIDSTONE.

The academic year will be calculated automatically from your date of birth. If, however, you have been put forward a year you can amend it.

You then need to upload your photograph. Browse for your photograph and then upload it using the appropriate buttons.

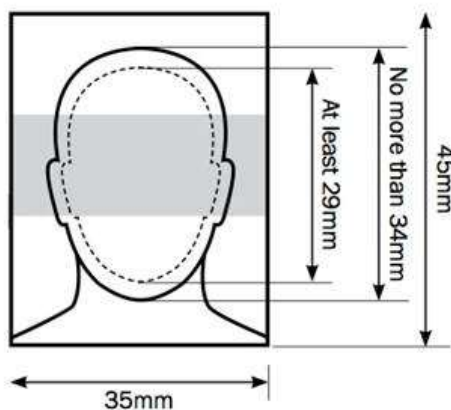
★ Upload your Photograph here 

Format: jpeg, Size <=40 KB, Dimensions: min 2.5cm x 3.5cm, max 3.5cm x 4.5cm

You will be given the opportunity to crop your photograph to set it to the right size and dimensions. Whilst you do so, the photograph file name field (which is the grey box at the bottom of the page) will go blank – this is an expected feature, so you do not need to upload the photograph again.

Your photograph should be to a passport standard. Your photo must :

- Be provided as a JPEG (the system will not accept any other file type)
- Be no greater than 40KB in file size
- Be taken within the last month
- Be clear and in focus
- Be without any tears or creases
- Be unaltered by computer software
- Show a close-up of your full head and shoulders. It must be only of you with no other objects or people.
- Be to the sort of dimensions shown below.



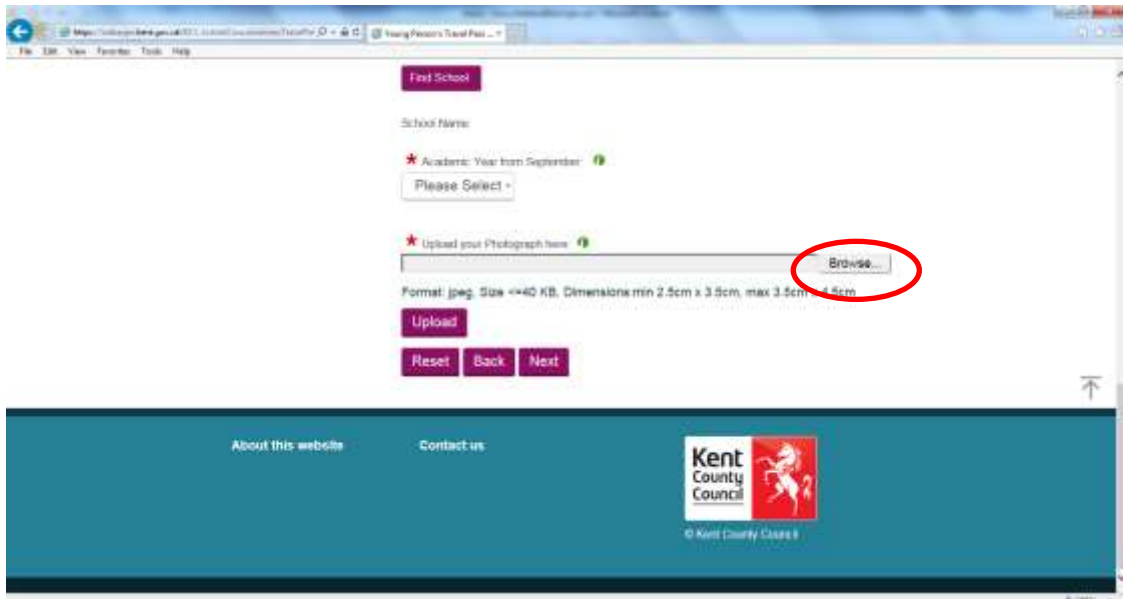
Once you have resized the photograph you need to save the amendments in the window before returning to the main application. Before you progress, you will be given a preview of the photograph you are proposing to apply with. Please take time to study this and satisfy yourself that it is to the standard required. Please remember, if you upload a photograph that is not clear enough to be printed on the pass, your application may be delayed.

Once you are satisfied with the photograph, and all other fields are complete in relation to your child, you will then need to complete the parent/carer details screen, on the next page.

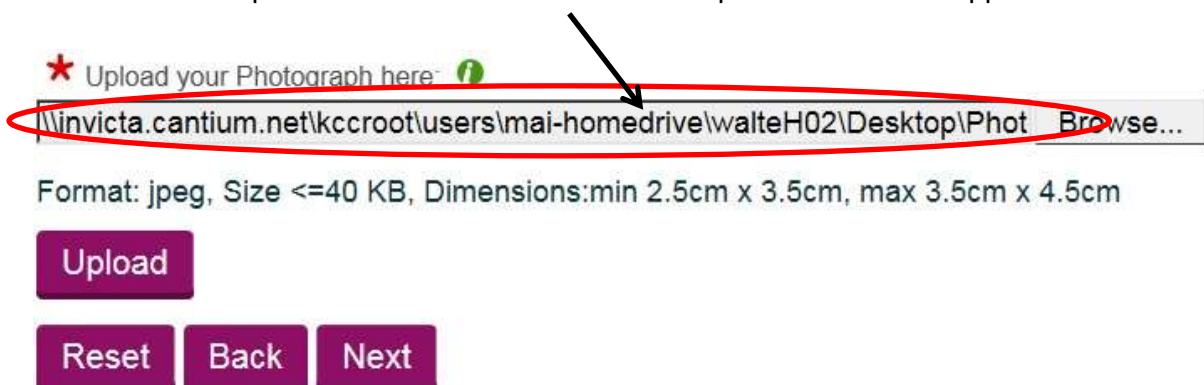
Once complete, you be returned to the KCC website where your online application reference number will be shown. Please quote this if you contact us with any queries.

To assist you with resizing your chosen photograph the below information may be useful

1. Locate the image on your device that you wish to upload.



2. Select the photo and the location of where the pass is saved will appear



3. Select the 'upload' button

★ Upload your Photograph here: 

\\invicta.cantium.net\kccroot\users\mai-homedrive\walteH02\Desktop\Phot

Format: jpeg, Size <=40 KB, Dimensions:min 2.5cm x 3.5cm, max 3.5cm x 4.5cm



4. If the image is not the correct size it will tell you if it is too large or too small

Apply for a Young Person's Travel Pass

Young Person's Travel
Pass Information

Young Person's Travel
Pass Application

1.Application Details > 2.Product Details >

3.Pupil Details > 4.Parent/Carer Details > 5.Payment >

• Photograph file size too large

Pupil Details

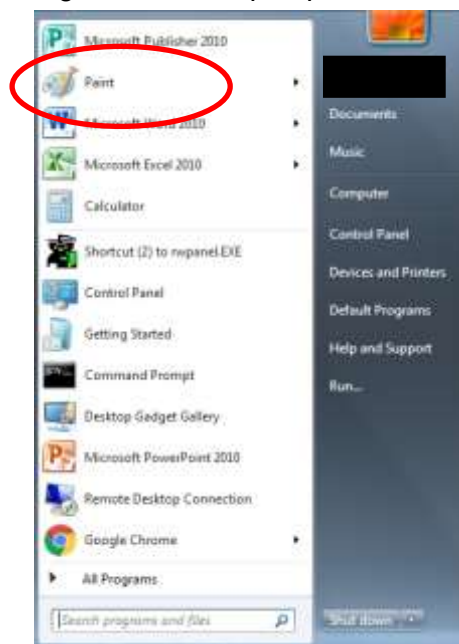
★ This symbol means that you must enter this information

Please enter your details carefully - your pass will be printed with the details exactly as you have supplied them.

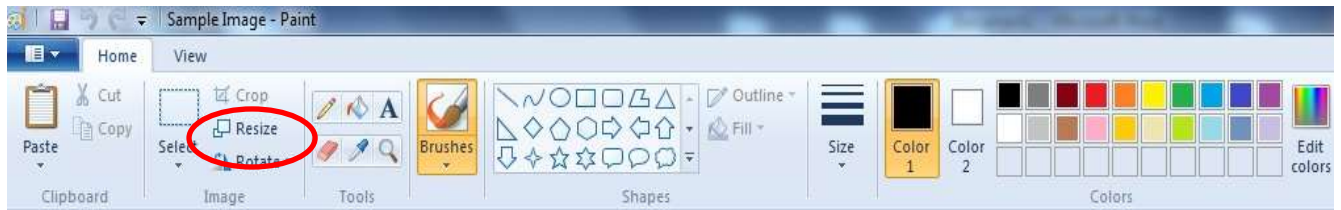
[Please click here for the guide to applying online](#)

Please provide Pupil Details

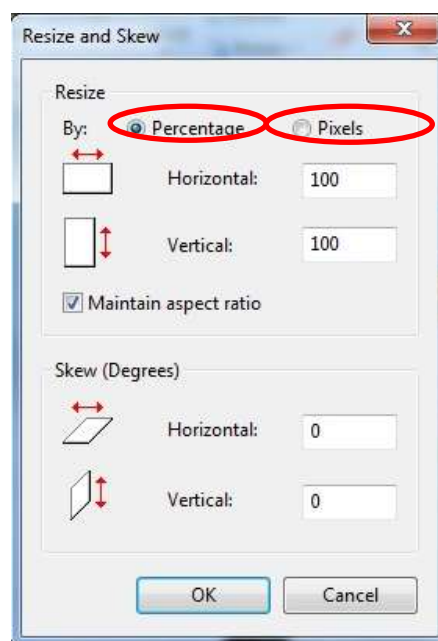
5. The best way to edit you photograph is to re-size outside of the application the image in 'Paint'. Open paint and select the image you wish to re-size.



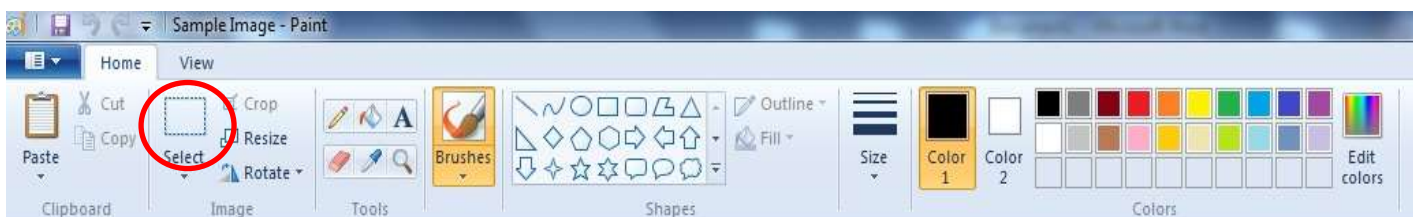
6. Once you have opened 'Paint', locate and open your image either directly in 'Paint' or by copy and paste the image into the Paint document.
7. Use the Resize Tool modify the image to fit the size criteria

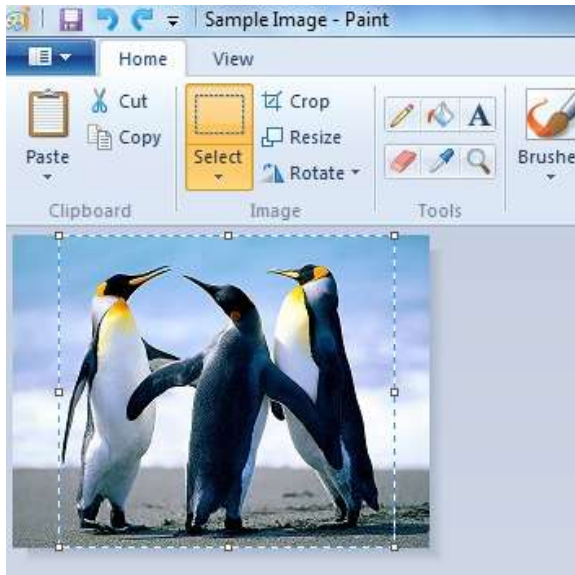


8. Once you have selected this tool a pop up menu will open and you can begin to resize your image. Depending on the size and quality of the image it may take several attempts before getting the correct size.

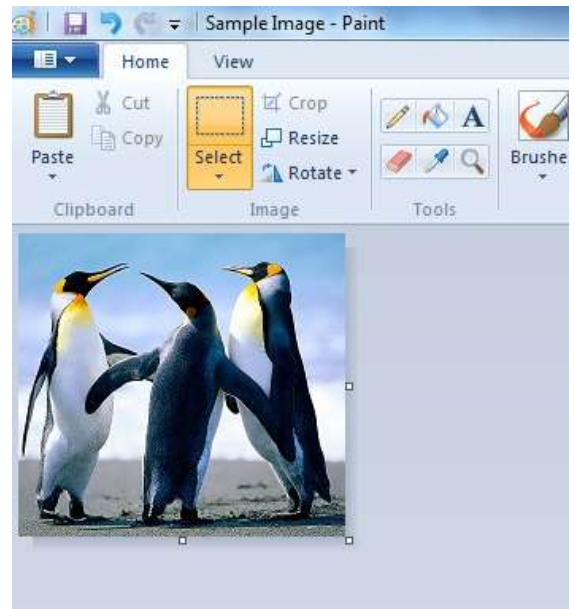
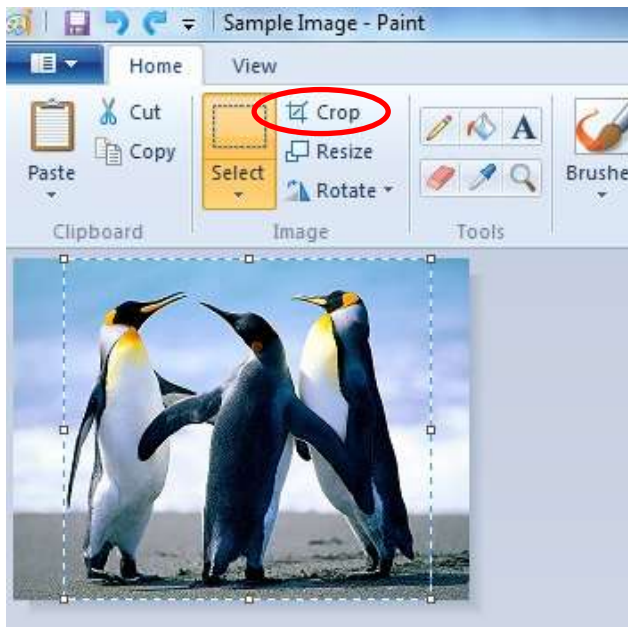


9. We would recommend that you start by resizing the image by using Percentage first and then if you cannot resize it as a percentage, use the Pixels tool and you can resize the image this way.
10. In this box you will have to play around with the sizes, for example, start by resizing the image by a 50%. If you would prefer to re-size an image buy pixels then select the 'pixels' button and change appropriately. As pictures and images are all saved with different resolutions and quality's you may have to edit the photo several times.
11. If you are still unable to resize the image so it meets the application requirements you can crop the photograph to reduce its size.
12. Using the Select tool, outline the part of the picture you need.





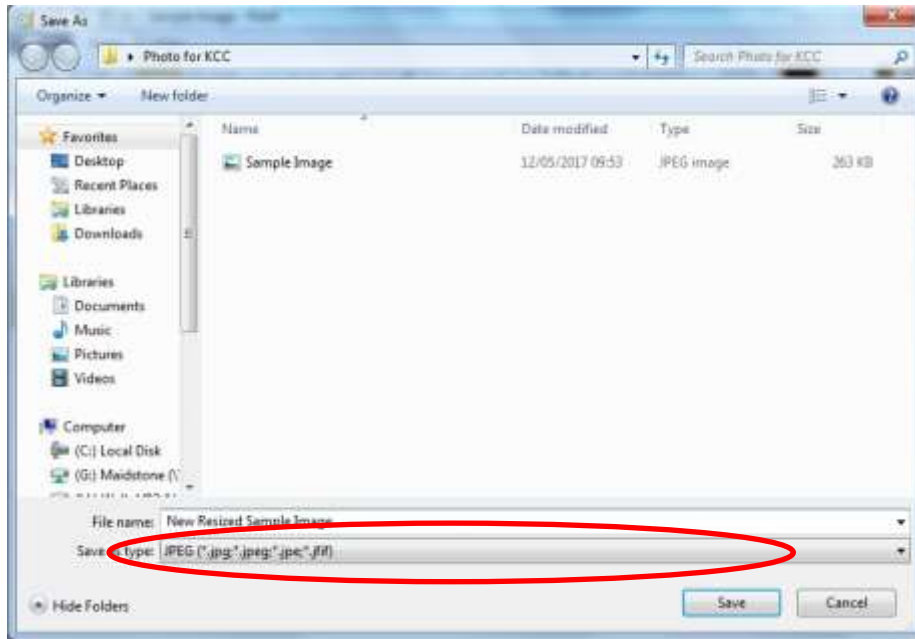
13. You can then use the Crop tool to make the image smaller.



14. Save your resized image so you can now upload the image to apply for a Young Person's Travel Pass.



15. When saving the image ensure it is 'saved as type JPEG'. If the file is not saved as a JPEG you will **NOT** be able to upload the photo onto our website.



16. Once the image is resized and the file is saved in a JPEG format, you are now ready to re-upload the photo to our website.

The pass will be processed according to the timescales advertised on the www.kent.gov.uk/post16travel webpage.

Some FAQ about online applications:

Q: Why isn't my school on the list?

A: First of all, please check that the school isn't under a different district. This may be particularly relevant if you go to school out of county (i.e. it may be listed under London rather than Surrey). If your school isn't on the list of participating schools but you believe that you qualify for a Kent 16+ Travelcard, then please email the team at; kent16plustravelcard@kent.gov.uk.

Please note, applicants for Canterbury College cannot apply online so the establishment will not be listed. Please contact the Student Information Centre at Canterbury College for details on how to apply.

Q: What file format can my photograph be in?

A: You can only submit a photograph as a .jpeg file. If you are using a webcam or mobile phone to take the photograph, please make sure that the picture is clear enough (both lighting and pixels) to be printed on the pass.

Q: When and where do I pay for the pass?

A: KCC does not take receipt of the payment directly from the applicant. Payment for the pass still needs to be made through your learning provider. This may be subject to local payment arrangements, including access to further subsidy or part payments. The payment plan will need to be agreed prior to the pass being collected from the learning provider.

Q: Can I still apply using a paper application form?

A: Yes, applications can still be made using a paper application form (which can be downloaded from www.kent.gov.uk/post16travel).