

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 must complete all stages of your application in one session – you cannot save your details and return at a later time
- Payment for the pass is made at the point of application. You will therefore need to have access to a credit or debit card.
- You will need to have access to and upload a passport style photograph
- 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!

Selecting your product

Please select the product type you wish to apply for – depending on the time of year, the products available will be; a Full Year Pass (cost £400), A 1st Half Year Pass (cost £200) or a 2nd Half Year Pass (cost £200). Full details of available products can be found in the 16+ Travel Card Leaflet.

The screenshot shows the Kent County Council website interface for applying for a 16+ Travel Card. The header includes the Kent County Council logo and a search bar. The main heading is 'Apply for a 16+ Travel Card'. Below this, there are four steps: 1. Application Details, 2. Product Details, 3. Pupil Details, and 4. Parent/Carer Details. The 'Product Details' section is currently active, showing a list of products with a red star icon indicating a required selection. The selected product is '16+ Travel Card Term 1'. There are 'Back' and 'Next' buttons at the bottom of the product selection area. The footer contains links for 'About this website' and 'Contact us', along with the Kent County Council logo and copyright information.

Kent County Council

Apply for a 16+ Travel Card

1. Application Details > 2. Product Details >

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

Product Details

* This symbol means that you must select this information

* Product: 

16+ Travel Card Term 1

Back Next

About this website Contact us

Kent County Council

Entering your personal details.

Enter the details of the student 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.

16+ Travel Card - Find Address - Windows Internet Explorer provided by...

Apply for a 16+ Travel Card

Find Address

Please click here for the guide to applying online

NOTE: These searches return a maximum of 500 addresses.

* This symbol means that you must enter the information

Building number / name

Postcode

Reset

Find Address

Selecting the Learning Provider

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.

16+ Travel Card - Find School - Windows Internet Explorer provi...

Apply for a 16+ Travel Card

Find School

Please click here for the guide to applying online

Kent District/Schools

Please Select

- Ashford
- Canterbury
- Dartford
- Dover
- East Sussex
- Gravesham
- London
- Maidstone
- Medway
- Other
- Sevenoaks
- Shepway
- Surrey
- Swale
- Thanet
- Tonbridge & Malling
- Tunbridge Wells

Please Select District

Birth (dd/mm/yyyy)

16+ Travel Card - Windows Internet Explorer provided by Kent C...

Apply for a 16+ Travel Card

Please Select

- 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
- 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.

Uploading your photo

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

★ Upload your Photograph here. 

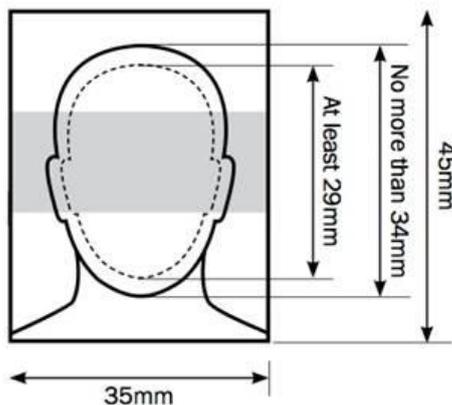
Browse...

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.

Further information and guidance to assist with resizing your chosen photograph is shown at the end of this guidance.

Making payment

We use WorldPay to collect the payment – you will need to have one of the following credit or debit cards as your method of payment:

Visa Credit
Visa Debit
Mastercard Credit
Mastercard Debit
JCB
Visa Electron
Maestro



payments powered by
WorldPay

Follow the directions on the WorldPay payment portal to provide payment and complete your application.

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.

Further information about re-sizing the photograph is show at the foot of this guidance and some additional FaQ's are shown below.

FaQs

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.

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.

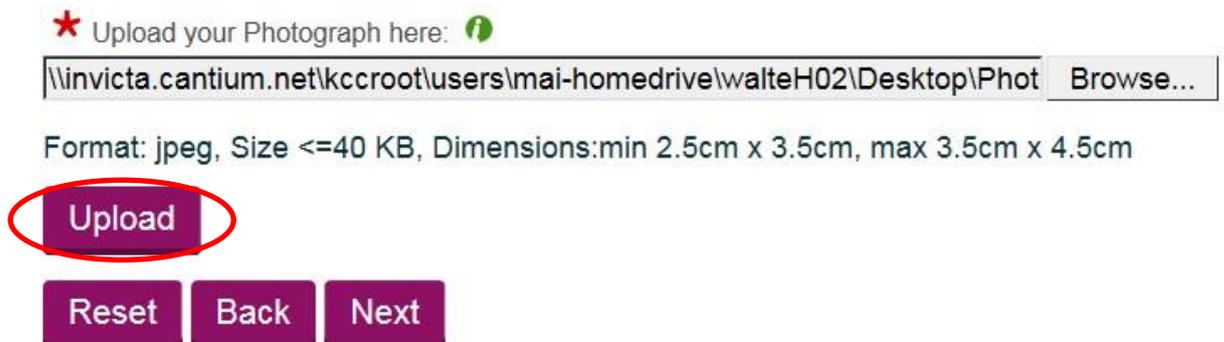
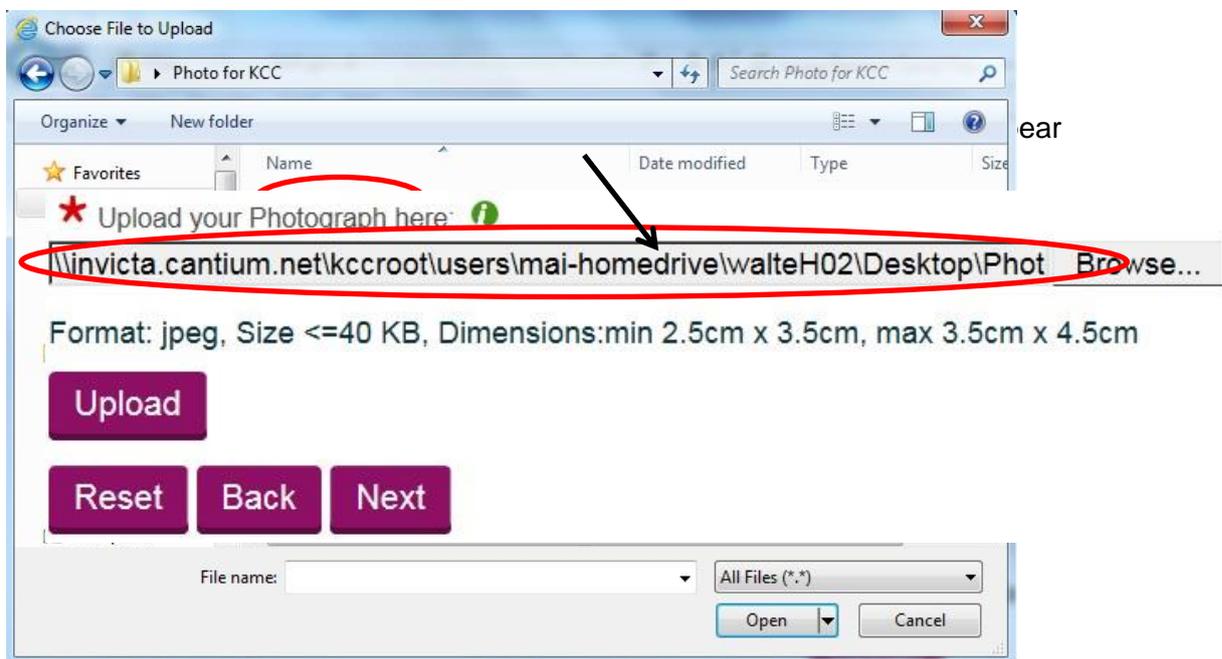
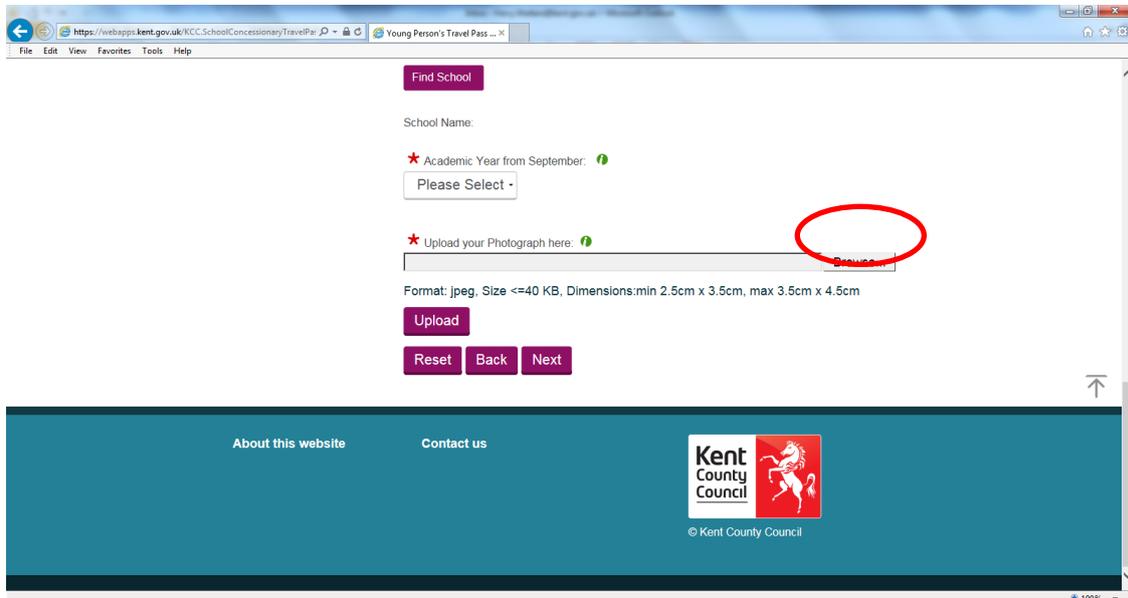
Q: Can I still apply using a paper application form?

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

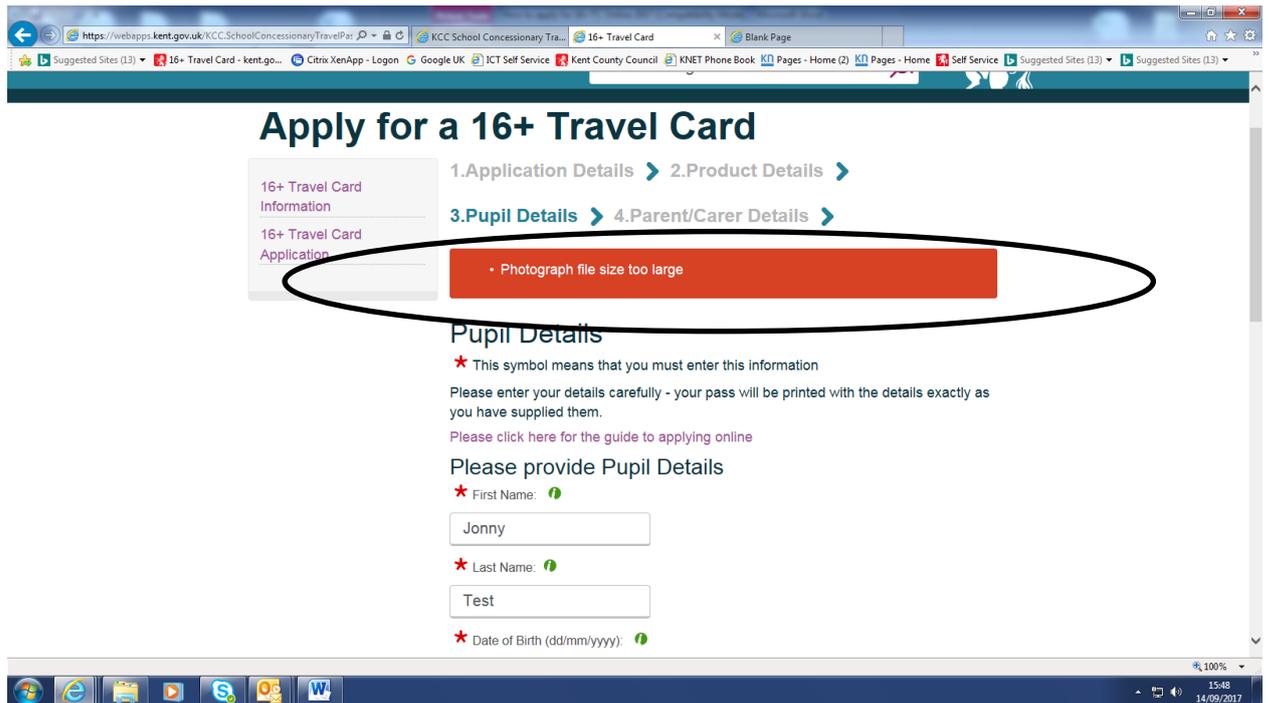
Additional Information on Re-Sizing your photograph.

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

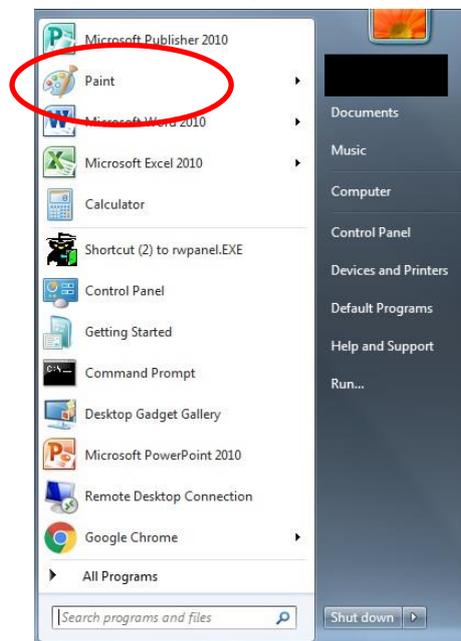
1. Locate the image on your device that you wish to upload.



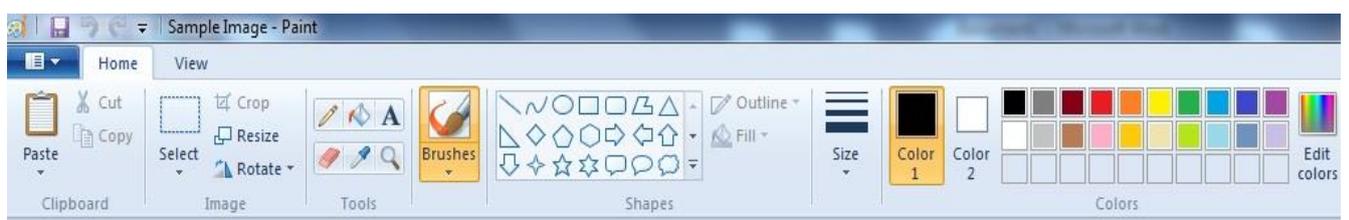
4. If the image is not the correct size it will tell you if it is too large or too small



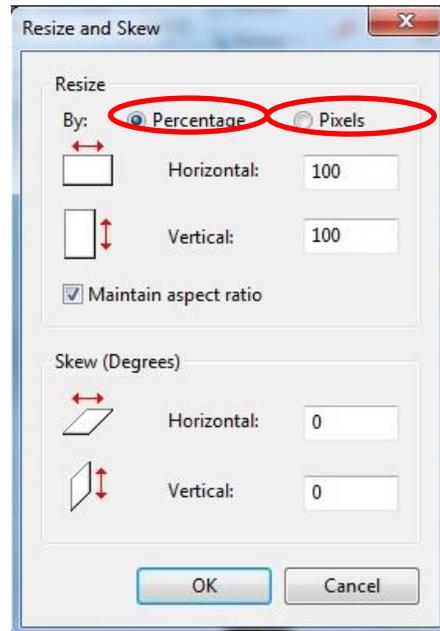
5. The best way to edit your photograph is to re-size outside of the application the image in 'Paint'. Open paint and select the image you wish to re-size.



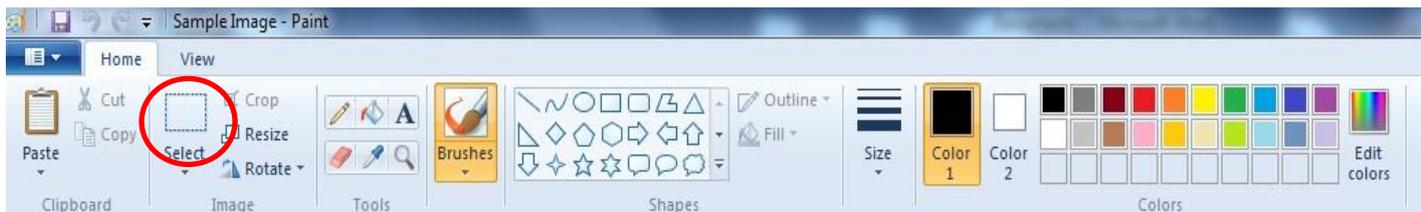
6. Once you have opened 'Paint', locate and open your image either directly in 'Paint' or by copy and paste the image into the Paint document.
7. Use the Resize Tool modify the image to fit the size criteria

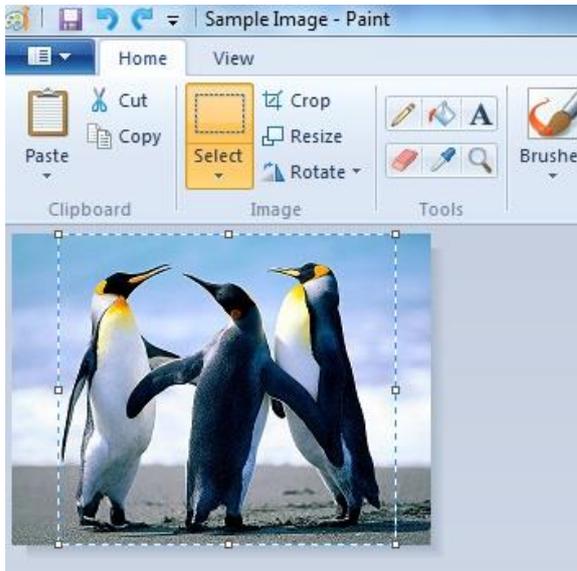


8. Once you have selected this tool a pop up menu will open and you can begin to resize your image. Depending on the size and quality of the image it may take several attempts before getting the correct size.

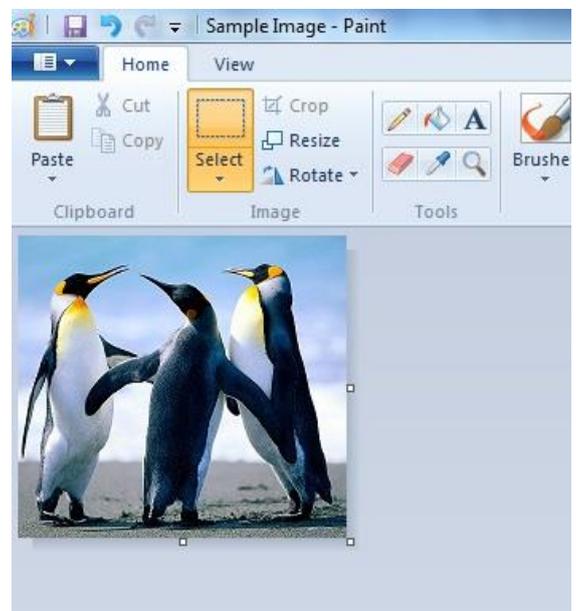
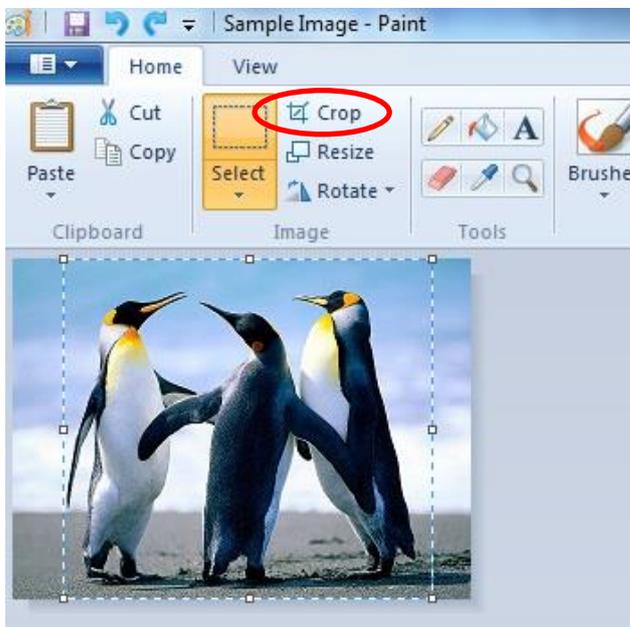


9. We would recommend that you start by resizing the image by using Percentage first and then if you cannot resize it as a percentage, use the Pixels tool and you can resize the image this way.
10. In this box you will have to play around with the sizes, for example, start by resizing the image by a 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.





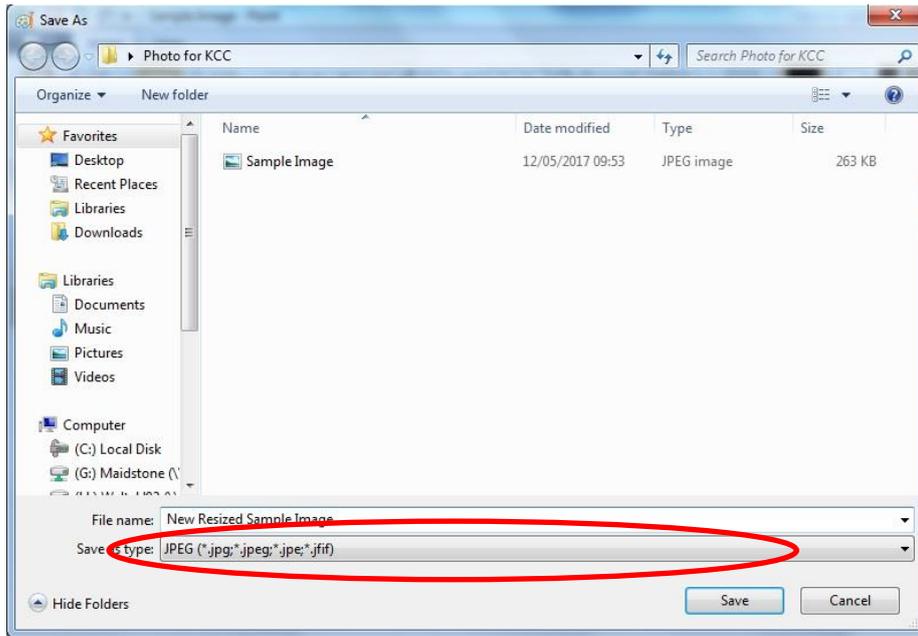
13. You can then use the Crop tool to make the image smaller.



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.