

# **BUS PASS CANCELLATION NOTIFICATION**

We are sorry to learn of your need to cancel a bus pass. Due to a high degree of fraudulent activity involving bus passes, we find it necessary to apply the following procedure:

1. Notify us by telephone as soon as you know you wish to CANCEL a bus pass. Our office will make a note of the date and time on this form and will work out the date for the end of the **60 days notice period**.
2. When you receive this form, complete it as soon as possible and return the bottom half to our offices at the address shown below.
3. At the end of the 60 day period you must **RETURN THE BUS PASS** to our offices to complete the cancellation process. **Failure to return the pass will result in further charges being levied.**

Applications for refunds in respect of cancellation will only be considered when the actual pass has been returned to our offices and a receipt issued. Returning the pass for cancellation and subsequent refund does not negate the need to serve the 60 days notice.

We take this opportunity to remind you that the policy concerning the cancellation of a bus pass was made known to every applicant via the General Information on our bus services leaflets.

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## **FORM TO NOTIFY THE CANCELLATION OF A BUS PASS**

**STUDENT'S NAME:** First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

**SERVICE NUMBER:** \_\_\_\_\_ **BUS PASS NUMBER:** \_\_\_\_\_

**I wish to CANCEL the above bus pass for the following reason:** (please tick)

Moved away                       Dispute                       No longer wish to use the service

Other: \_\_\_\_\_

**I declare the information given above is true to the best of my knowledge.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### **OFFICE USE ONLY:**

Date of Notification: \_\_\_\_\_ Time: \_\_\_\_\_

Form posted: \_\_\_\_\_ Form received: \_\_\_\_\_

Date for end of 60 day period: \_\_\_\_\_ Date pass received: \_\_\_\_\_