

# 2015 Victorian Public Transport Student Concession Card and Student Pass Application Form

## Applying for your card

Complete this application form to obtain your 2015 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.

Student Passes will be loaded onto a new or existing concession myki. 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](http://ptv.vic.gov.au) or by calling 1800 800 007 (6am – midnight).

### 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:

- > attending a normal course of full-time study at a School/ Institution registered with the Victorian Department of Education & Training as shown in the Victorian Public Transport Approved Schools and Approved Courses in Tertiary Institutions Register; and
- > a citizen or permanent resident of Australia (Special Category Visa holders excluded). The following students may also be eligible: students with refugee status; students studying as part of an approved overseas exchange program; and, students holding an Australian Awards Scholarship.

Unfortunately, you are not eligible for a VPT Student Concession Card if you are:

- > enrolled in a Masters, Doctorate, or other postgraduate course;
- > an overseas full-fee paying student (primary, secondary or tertiary);
- > enrolled in a tertiary course which is less than 10 weeks duration;
- > enrolled in an apprenticeship course;
- > enrolled in an off-campus course; or
- > not studying full-time.

## What you need to do

**Step 1:** Complete all sections on the form (excluding Section H), 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. 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.

Only primary and secondary students may buy a Student Pass (conditions apply, see Eligibility Criteria).

## VPT Student Concession Card validity dates (for eligible students)

- > Half Yearly (tertiary only): From 1 January 2015 until 31 July 2015.
- > Yearly (all students): From 1 January 2015 until 29 February 2016.

## Student Pass validity dates (for eligible students)

- > First Half Year: From 1 January 2015 until 31 July 2015.
- > Second Half Year: From 1 July 2015 until 29 February 2016.
- > Yearly: From 1 January 2015 until 29 February 2016.

All Student Passes will be electronically issued on a concession myki with exception of Colac Transit, Southwest Transit or Portland Transit Student Passes, which will continue to be issued as paper passes.

## Locations of issue

### Metropolitan Premium Stations

Monday to Sunday. Call 1800 800 007 for hours of operation.

### Staffed V/Line stations & V/Line myki agents

Call 1800 800 007 for locations and hours of operation.

### PTV Hub – 750 Collins Street, Docklands

Monday to Friday – 8:00am to 6:00pm

### PTV Hub - Southern Cross Station

Monday to Friday - 7:00am to 7:00pm,  
Saturday to Sunday - 9:00am to 6:00pm.

## For more information on public transport services:

### Public Transport Victoria

Visit [ptv.vic.gov.au](http://ptv.vic.gov.au) or call 1800 800 007 (6am – midnight)

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.

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Place a cross within the appropriate box when selecting an option

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)

Daytime contact phone number











Mobile number











Email address (please use capital letters)


























## Section B: School/institution details and photographs

Concession type (please complete)

Primary/secondary

Tertiary

If Tertiary (please complete)

Tertiary (yearly)

Tertiary (half yearly)

Course name

























Expected course completion date







Course duration



number of weeks in 2015

Course start date











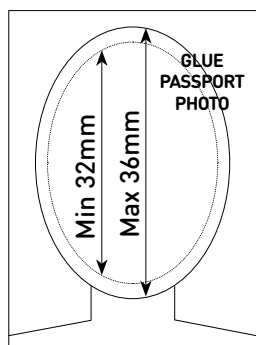
Residential status (please cross one)

Australian citizen/permanent resident

OR

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)

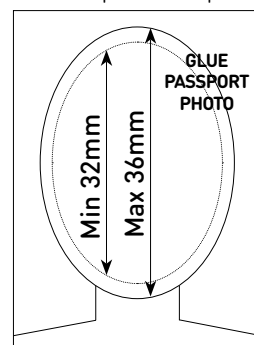
School stamp (mandatory).

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 C: School/institution declaration

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
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Name of signatory (please print)

Name of school/institution (please write full name)

School/institution telephone number

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Official school/institution stamp

## Section D: VPT Student Concession Card (Please choose one)

Please cross applicable box

Primary/Secondary Yearly

Tertiary Yearly

Tertiary Half Yearly

**VPT Student Concession Card fee: \$9**

Students attending a TAFE College and studying full-time VCE or VCAL are eligible to obtain a VPT Secondary Student Concession Card

Tertiary students enrolled in an approved short course of between 10 and 20 weeks may only obtain a Half Yearly VPT Tertiary Student Concession Card.

## Section E: 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.
- > This Student Pass is an entitlement electronically loaded onto a concession myki.
- > 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**

\$274.00

**Yearly**

\$525.00

### 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.
- > The Regional Transit 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**

\$215.40

\$215.40

\$189.50

\$144.30

\$203.90

\$203.90

**Yearly**

\$411.40

\$411.40

\$341.00

\$271.00

\$407.80

\$407.80

Geelong Transit

Ballarat Transit

Bendigo Transit

Southwest Transit

Colac Transit

Portland Transit

## Section F: 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. A replacement fee applies. 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 G: 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.

You are entitled to contact the PTV Information Privacy Officer (contact details are set out below) 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.

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.

**PTV Information Privacy Officer**  
PO Box 4724  
Melbourne VIC 3001

Phone: 1800 800 007  
Email: [ptvprivacy@ptv.vic.gov.au](mailto:ptvprivacy@ptv.vic.gov.au)

### 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

Name of signatory (please print)

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

## Section H: Office use only

Type of VPT Concession Card issued

Primary/secondary  Tertiary Half Yearly  Tertiary Yearly

VPT Concession Card number

Concession myki card number

Type of Student Pass issued

Victorian Student Pass  Yearly  
 Regional Transit Student Pass  1st half year  
 2nd half year

Town/region

Issuing point

Date of issue

Date entered into database

By (initials)

Replacement myki card number

Replacement Regional Transit Student Pass number

Regional Transit Student Pass number (paper)

Replacement VPT Concession Card number

Date of issue

Date entered into database