This is an instruction guide for *BUS PASS PAYMENT ONLY* please do not purchase anything else using this wise pay account, once the student has started at the College a Wisepay account is set up automatically in the students name, and this is where you can purchase other items such as food, trips etc.

To start the Wise Pay application process find Fareham College through your normal search engine.

https://www.fareham.ac.uk/

Open 'The College' tab and select the Wise Pay option.



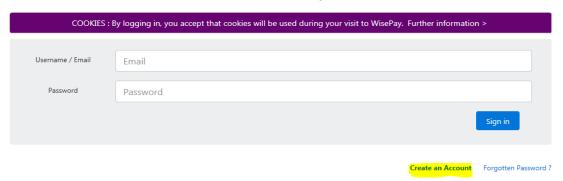


Follow the link





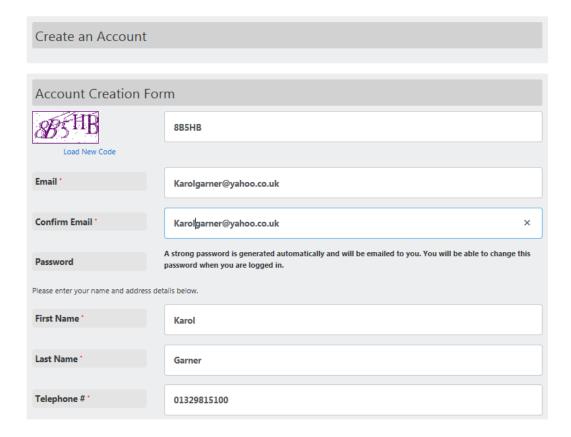
Welcome to our Online Payment Area

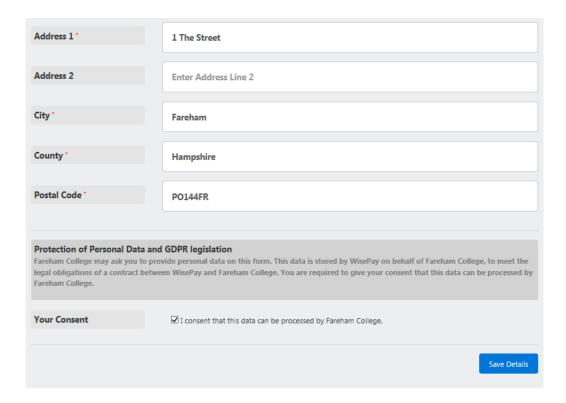


Click create account.

Complete all the required information, please enter your details at this stage NOT the students -

Example:-





You have now created the account which will enable you to purchase the Bus Pass.

Next an email will be sent to the email address you used to create the account this email will contain a password.

You are now signed into your Wise Pay account. From here you can purchase the Bus Pass.

The page displayed gives you options for the College shop. *Please note that the only link available to you is the online shop. The other links are for Students Wise Pay accounts, and not parents Wise Pay accounts*



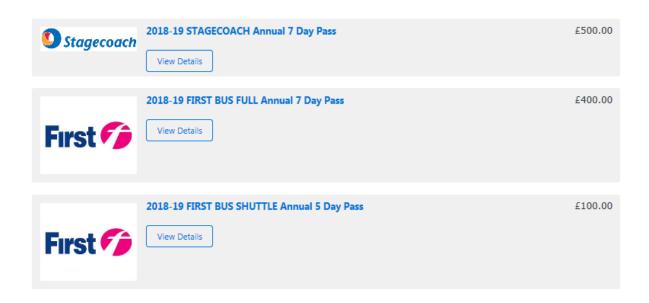
Clink online shop

Online College Shop

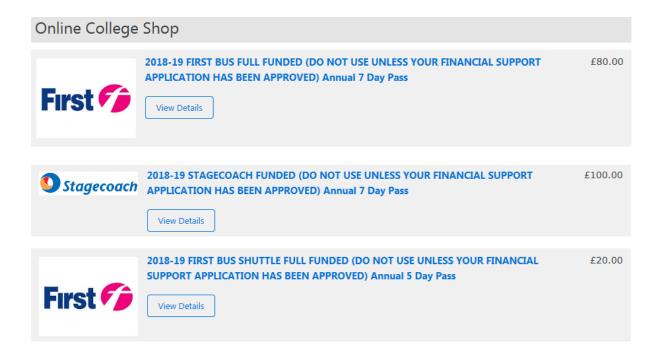
Click on travel items



Select the bus pass you wish to purchase by clicking on the view details tab.



Financially assisted Bus Passes are only available to you if you have submitted and had an application approved by Student Support. For further information please contact Debbie.Goodall@fareham.ac.uk.



Fareham College Subsidised Travel is available to assist full time students with the additional costs of travelling to College. The College offers bus passes at subsidised rates which are available for the full College year. To be eligible for a College Subsidised Bus Pass you must be: Studying on a full time course Living at least 3 miles away from the college (NB, this does not apply to CEMAST learners). We will determine this distance based on the post code you provide on your application. You can use this web tool to check the distance yourself if you have access to the internet: http://www.freemaptools.com/distance-between-uk-postcodes.htm Please note for all payment options you will need to complete and return a Subsidised Bus Pass Application Form, CLICK ATTACHMENT BELOW.

IMPORTANT - PLEASE ENSURE THE DATE OF PAYMENT AND NAME OF PERSON PAYING VIA WISEPAY IS REFERENCED ON THE BUS PASS APPLICATION FORM.

- · Download Subsidised bus pass form 18/19
- Download Subsidised Bus Pass Form 18/19

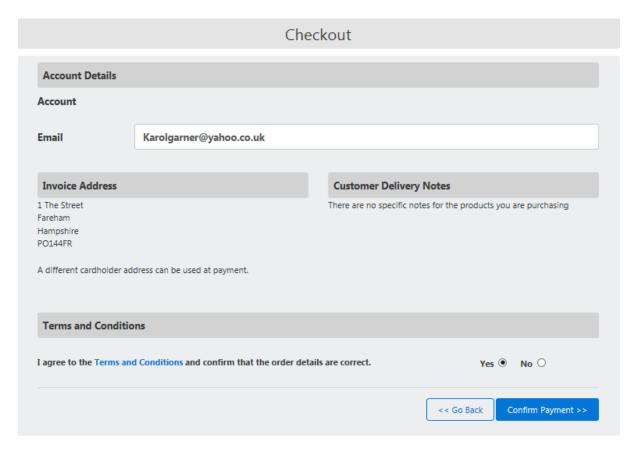
Quantity	Options	Price	
1		£400.00 Valid from date of issue to 05 July 2019, for term time only use	Purchase

Click on Purchase

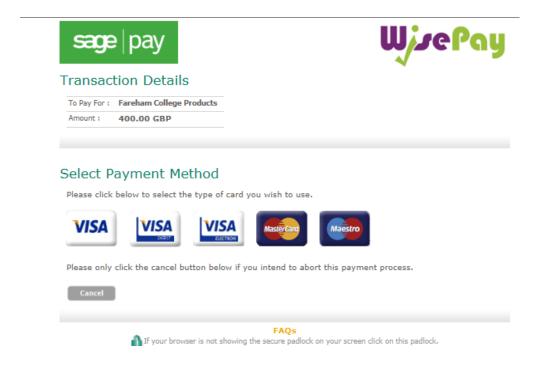


Please note that although the name under the student tab is your name the Bus Pass will be issued in the student's name.

Proceed to check out, read and agree the terms and conditions then agree to them by clicking on the radio button then click confirm payment.



Choose the card type you wish to pay with.



Enter your card details.



Once you have made the payment you will receive an email to the address used to register the account with Wise Pay. To enable us to link the payment to the correct Student please now email the following details to: - Debbie.Goodall@fareham.ac.uk

Your full name
Students full name and Date of Birth
Payment amount
Receipt Number
Type of bus pass and payment amount