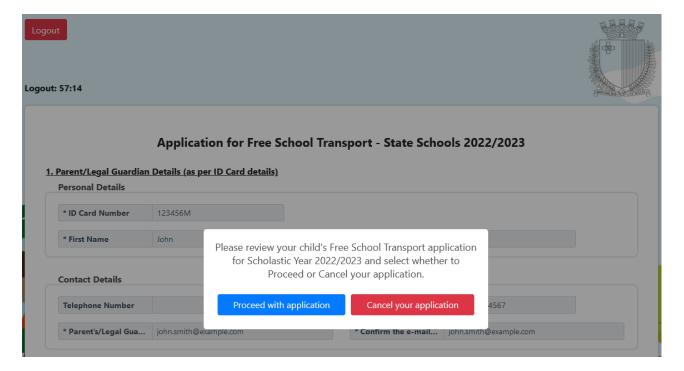| RENEWAL FORM |
|:---:|

1. When you click on the link in email received, you will be directed to the application and will be immediately prompted with a pop-up.

2.A. If you click on the blue button "Proceed with application":

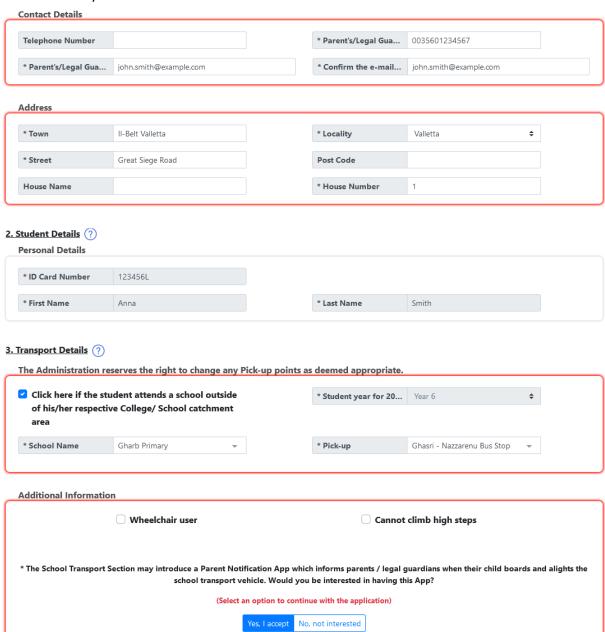- You have to review the details in the application which looks as follows:

Application for Free School Transport - State Schools 2022/2023

1. Parent/Legal Guardian Details (as per ID Card details)

Personal Details

* ID Card Number	123456M		
* First Name	John	* Last Name	Smith

Contact Details

Telephone Number		* Parent's/Legal Gua...	0035601234567
* Parent's/Legal Gua...	john.smith@example.com	* Confirm the e-mail...	john.smith@example.com

Address

* Town	Il-Belt Valletta	* Locality	Valletta
* Street	Great Siege Road	Post Code	
House Name		* House Number	1

2. Student Details (?)

Personal Details

* ID Card Number	123456L		
* First Name	Anna	* Last Name	Smith

3. Transport Details (?)

The Administration reserves the right to change any Pick-up points as deemed appropriate.

☑ **Click here if the student attends a school outside of his/her respective College/ School catchment area**   * Student year for 20... Year 6

* School Name	Gharb Primary	* Pick-up	Ghasri - Nazzarenu Bus Stop

Additional Information

☐ Wheelchair user   ☐ Cannot climb high steps

* The School Transport Section may introduce a Parent Notification App which informs parents / legal guardians when their child boards and alights the school transport vehicle. Would you be interested in having this App?

(Select an option to continue with the application)

Yes, I accept   No, not interested

4. Select one of the below to proceed with your application:

○ **CONFIRM -** choose this option if all the above information is correct and then proceed to Section 5 below to finalise your application.
○ **MODIFY -** choose this option if you need to change Address, Transport Details or Additional Information and then scroll up to make the necessary changes. When ready proceed to Section 5 below to finalise your application.

● **CONFIRM**   ○ **MODIFY**

5. Consent and Data Protection Notice

Click here to view details about Data Protection and Data Processing Policy

Please tick the box below to confirm that you agree with the terms and conditions and then click on Submit

☐ **I confirm that I have carefully read the Data Processing details and that I agree with the contents ***

Submit

- The School Transport Section may introduce a Parent Notification App which informs parents/legal guardians when their child boards and alights the school transport vehicle. You will need to select whether you accept this or not, by selecting 'Yes, I accept' or 'No, not interested'.
- In section 4 note the two action buttons **CONFIRM** (which is always pre-selected) and **MODIFY.**
- If you are happy with all the details, since the **CONFIRM** button is already selected, you just need to tick the box in section 5 and click on Submit.
- If you want to change the *Contact Details, Address*, *Transport Details* or *Additional Information*, you need to select the **MODIFY** button. You cannot change any other details. When this button is selected, the 4 sections which can be modified (i.e. Contact Details, Address, Transport Details or Additional Information) are outlined by a red box as follows:

Contact Details

Telephone Number		* Parent's/Legal Gua...	0035601234567
* Parent's/Legal Gua...	john.smith@example.com	* Confirm the e-mail...	john.smith@example.com

Address

* Town	Il-Belt Valletta	* Locality	Valletta ⇕
* Street	Great Siege Road	Post Code	
House Name		* House Number	1

2. Student Details ⑦

Personal Details

* ID Card Number	123456L		
* First Name	Anna	* Last Name	Smith

3. Transport Details ⑦

The Administration reserves the right to change any Pick-up points as deemed appropriate.

☑ Click here if the student attends a school outside of his/her respective College/ School catchment area

* Student year for 20...	Year 6 ⇕

* School Name	Gharb Primary ▼	* Pick-up	Ghasri - Nazzarenu Bus Stop ▼

Additional Information

☐ Wheelchair user   ☐ Cannot climb high steps

* The School Transport Section may introduce a Parent Notification App which informs parents / legal guardians when their child boards and alights the school transport vehicle. Would you be interested in having this App?

(Select an option to continue with the application)

[Yes, I accept] [No, not interested]

- You can carry out any modifications as you need. If the address Locality is changed, the below will appear right beneath the *Address* section and you will need to press on the button **Click here** in order to proceed with the application.

You have modified your address! Please click on the button in order to continue with the application.
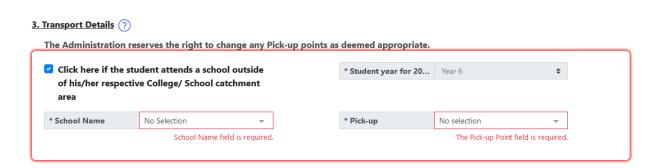
Click here

- This button validates the address and resets the School Name and the Pick-up point in the *Transport Details*. You will be immediately prompted with the below pop-up to select the School and Pick-up point from the respective dropdown menus.

Successfully verified address, please select school and pick-up point.

OK

3. Transport Details (?)

The Administration reserves the right to change any Pick-up points as deemed appropriate.

☑ **Click here if the student attends a school outside of his/her respective College/ School catchment area**

* Student year for 20... Year 6 ⬍

* School Name	No Selection ▼	* Pick-up	No selection ▼
	School Name field is required.		The Pick-up Point field is required.

- When you finish all modifications, you just need to tick the box in Section 5 and click on **Submit**.
- In both **CONFIRM** and **MODIFY** action modes, when you click on **SUBMIT** you will be prompted with this pop-up:

Are you sure of these details?

Parent/Legal Guardian Details (as per ID Card details)

ID Card Number : **123456M**

First Name: **John**

Last Name: **Smith**

Town: **Il-Belt Valletta**

Locality: **Valletta**

Street: **Great Siege Road**

Post Code: **-**

House Name: **-**

House Number: **1**

Parent's/Legal Guardian's Mobile Number : **0035601234567**

Parent's/Legal Guardian's e-mail Address :
john.smith@example.com

Student Details

ID Card Number: **123456L**

First Name: **Anna**

Last Name: **Smith**

Transport Details

Student year for 2022/2023: **Year 6**

School Name: **Gharb Primary**

Pick-up: **Ghasri - Fanal Bus Stop**

Wheelchair user: **No**

Cannot climb high steps: **No**

Receive notifications: **Yes**

Yes   Cancel

- If you want to change something you should click on **CANCEL** and go back to the application. If you are satisfied with the details, you should click on **YES** and application is submitted. Immediately an automatic email with all application details is sent to you from schooltransportapplications.meyr@gov.mt.

2.B. If you click on red button "Cancel your application" this pop-up will appear:

Are you sure want to cancel this application?

Yes   No

- If you click **Yes** the application is cancelled and you will still receive an email to notify you that the application was cancelled. If you click **No** you will go back to pop-up in step 1 and can choose to "Proceed with application".