

## 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.

Logout

Logout: 57:48

### Application for Free School Transport - State Schools 2023/2024

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

**Personal Details**

* ID Card Number	123456M
* First Name	John

**Contact Details**

Telephone Number		4567	
* Parent's/Legal Gua...	john.smith@example.com	* Confirm the e-mail...	john.smith@example.com

Please review your child's Free School Transport application for Scholastic Year 2023/2024 and select whether to Proceed or Cancel your application.


[Proceed with application](#) [Cancel your application](#)

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:

Logout

Logout: 5641



### Application for Free School Transport - State Schools 2023/2024

**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: 1234567L  
 \* 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: Gharb - 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)

**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 \*

- 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 [?](#)

**Personal Details**

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

## 3. Transport Details [?](#)

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

<input checked="" type="checkbox"/> <b>Click here if the student attends a school outside of his/her respective College/ School catchment area</b>	* 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)

- 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

School Name field is required.

\* Pick-up No selection

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: **1234567L**

First Name: **Anna**

Last Name: **Smith**

## Transport Details

Student year for 2023/2024: **Year 6**

School Name: **Gharb Primary**

Pick-up: **Ghasri - Nazzarenu 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](mailto: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?



- 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”.