

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.

The screenshot shows a web application interface for 'Application for Free School Transport - State Schools 2024/2025'. At the top left, there is a 'Logout' button and a timer showing 'Logout: 57:48'. At the top right is the school crest. The main heading is 'Application for Free School Transport - State Schools 2024/2025'. Below this is section '1. Parent/Legal Guardian Details (as per ID Card details)'. It is divided into 'Personal Details' and 'Contact Details'. In 'Personal Details', there are fields for '* ID Card Number' (123456M) and '* First Name' (John). In 'Contact Details', there are fields for 'Telephone Number' (4567), '* Parent's/Legal Gua...' (john.smith@example.com), and '* Confirm the e-mail...' (john.smith@example.com). A white pop-up dialog box is centered over the form, containing the text: 'Please review your child's Free School Transport application for Scholastic Year 2024/2025 and select whether to Proceed or Cancel your application.' Below the text are two buttons: a blue 'Proceed with application' button and a red 'Cancel your application' button.

- 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: 56:41



Application for Free School Transport - State Schools 2024/2025

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 Ghazri - Nazzarenu Bus Stop

Additional Information

Wheelchair user Cannot climb high steps

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

- 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	<input type="text"/>	* 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	<input type="text"/>
House Name	<input type="text"/>	* House Number	1

2. Student Details [?](#)

Personal Details

* ID Card Number	123456L	* First Name	Anna	* Last Name	Smith
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3. Transport Details [?](#)

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

<input checked="" type="checkbox"/> 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

<input type="checkbox"/> Wheelchair user	<input type="checkbox"/> Cannot climb high steps
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- 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: **1234567L**

First Name: **Anna**

Last Name: **Smith**

Transport Details

Student year for 2024/2025: **Year 6**

School Name: **Gharb Primary**

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

Wheelchair user: **No**

Cannot climb high steps: **No**

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?



- 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”.