# How to book your free student ticket to Coventry University.

<u>Step 1:</u> Once you have clicked on the link to the National Express website you will need to **select** the **airport which you will be arriving at**, the **time of your arrival** and **1 passenger**. Click on <u>*Find my journey*</u> to continue to the next page.

Please only select 1 passenger as any other passengers, such as family members, will need to book their tickets at full price through the main national express page <u>National</u> <u>Express bookings</u>

The zero price ticket for our airport pick up service is for students <u>ONLY</u> and it is limited to one ticket per student.



<u>Step 2:</u> After you have clicked on <u>'Find my journey'</u> you will be taken to this screen. Here you will need to select which journey you would like to buy a ticket for.

We strongly recommend you choose the **direct** journey (highlighted in yellow) as these have no changes to make on your way from the airport to Coventry Pool Meadow Bus station.

Once you have selected your journey, click on <u>'Continue'</u> to move onto the next step of your booking.

Outbound	Journey			Booking Summ	ary
K Wed 11 Sep	Thu Fri 12 13 Sep Sep	Sat 14 Sep Sep	Mon 16 Sep Sep Sep	Outbound HEATHROW Airport London T2,3 (LHR) to COVENTRY Pool Meadow Bus Station	
	Earl	ier Coaches <b>↑</b>		Sat 14 Sep 2019 01:45 -> 03:45	2h 0m Direct 🕦
Sat 14 Sep 2019				Continue	e
01:45 HEATHROW Airport London T2,3 (LHR)	2h 0m Direct	03:45 COVENTRY Pool Meadow Bus Station	From <b>£30.10</b> More info	Save this journey	Email my journey
04:20 HEATHROW Airport London T2,3 (LHR)	3h 55m 1 Change CHEAPEST	08:15 COVENTRY Pool Meadow Bus Station	From <b>£13.50</b> More info		
08:00 HEATHROW Airport London T2,3 (LHR)	2h 30m	10:30 COVENTRY Pool Meadow Bus Station	From <b>£29.10</b> More info		
09:30 HEATHROW Airport London T2,3 (LHR)	2h 5m Direct	11:35 COVENTRY Pool Meadow Bus Station	From <b>£22.10</b> More info		

Step 3: The next page is where you will need to choose which ticket type you wish to book. Please select the *Fully flexible fare*' ticket as this will mean you can board any coach at any time - if you have any delays or difficulties when travelling to the airport this ticket type is the best option.

Once you have selected the ticket type you will need to click on <u>'Continue'</u> to go to the next stage of your booking.

<	Choose Your Fare		Booking Summary	
0	Standard fare - amendable and not refundable	£30.10 <b>()</b>	Total Fully flexible fare - amendable and refundable	£39.00 4 £38.0
o	Fully flexible fare - amendable and refundable	£38.00 <b>()</b>	Passengers Booking Fee	1 Adu £1.0
			Continue	
			Outbound	
			HEATHROW Airport London T2,3 (LHR) to COVENTRY Pool Meadow Bus Station	
			Sat 14 Sep 2019	2h 0m

£1.00

Direct 🚺

**Step 4:** The next step of your booking will take you to a payment page, however, as this is a free service for our students you will not need to enter card details.

01:45 -> 03:45

Please do not click on anything from the 'Add Extras' section as this is not included in your ticket due to it being a free service.

Click on <u>'Pay with card'</u> to be moved onto the final stage of your booking.

< A	dd Extras	Booking Summary		
Select your seat(s)	<ul> <li>✓ You can select your seats ahead of your journey.</li> <li>✓ Sit beside friends and family.</li> <li>✓ Price £2.00 per person per journey.</li> </ul>	Total Fully flexible fare - amendable and refundable Passengers Booking Fee	£39.00 ^ £38.00 1 Adult £1.00	
		Pay with card	0	
<b>£5.00</b>	<ul> <li>Flight Delayed? Board a coach 12 hours before or after your planned journey time</li> <li>Only £5 per passenger each way</li> </ul>	Pay easily using your existing Amazon ac Check out with <b>Pay</b>	count	
Travel Insurance		Outbound HEATHROW Airport London T2,3 (LHR) to COVENTRY Pool Meadow Bus Station		
£1.50 Allanz®	<ul> <li>For ultimate peace of mind, buy travel insurance now for only £1.50 per passenger</li> <li>Personal liability up to £1 million</li> <li>Personal accidents up to £20,000</li> </ul>	Sat 14 Sep 2019 01:45 → 03:45	2h 0m Direct 🚺	

Step 5: This box will appear on your screen after you have clicked on <u>'Continue'</u>. Please click on the blue cross which has <u>'Close'</u> under it and this will take you to the next page.



<u>Step 6:</u> On the next page you will be required to fill out some personal details. Please enter your forename, surname, email address, phone number and home address into the correct boxes.

You will also need to tick on the box to say if you would like to receive emails from National Express about marketing and other news about their travel service.

Before you confirm your booking you will need to read the Terms and Conditions and tick the box, which can be found in the <u>'Booking Summary'</u> box to the right, to say that you agree to them. You **will not** be able to proceed without ticking this box.

Once you have completed all of these steps, click on <u>'Confirm Booking</u>' and your booking will be completed.

	Your Details	Got an online account? Sign in for a faster checkout	n In	Booking Summary	Eroo A
	Ticket Delivery		~	IOCAI Fully flexible fare - amendable and refundable Passengers	£38.00
🛛 e-Ticket Free 🚯	SMS Ticket £1.00 (1)	Post Ticket £2.50 (1)		e-Ticket Booking Fee 100% off per item Discount applied ©	Free £1.00 -£39.00
	Lead Passenger			I acknowledge and agree that where I a service provided by or on behalf of Nations General Conditions of Carriage and any Sr	am booking a al Express the pecial
🌡 Passenger Details		*Required field	s	Conditions shall apply and that my contrac National Express. I confirm that my bookin correct.	t is with g summary is
Forename:*	Surname:*			Confirm Booking	
@ Email Address 🚯					
Email Address:*				Outbound	
Phone Number				HEATHROW Airport London T2,3 (LHR) to COVENTRY Pool Meadow Bus Station	
United Kingdom 🗸	+44			Sat 14 Sep 2019 01:45 → 03:45	2h 0m Direct 🜖
Address					
Enter UK postcode:*					
Enter your address manually. Outside the UK? Click to enter your	international address				
the billing address the same as	s the address above?		0		
Please enter your ve	oucher code.				
Enter code:	Apply Need so voucher	ome help with your code?			
<ul> <li>100% off per item has been appl</li> </ul>	lied to your booking.				
Keep me updated.	5				
We would love to send you marketi indicate by ticking one of the follow Yes. I agree to receive these err	ng emails about other National Express ( wing boxes whether you are happy to reco nails	Group products and services. Please eive such marketing emails:			
No, I do not want to receive the	ise emails				

<u>Step 7:</u> You will now need to wait for the email confirmation to be sent through with your ticket. You will need to show the coach driver this email so they can scan the

code on the ticket – this can either be done on your phone or on a printed paper copy of the email.

You will also be able to see at the **end of the email** that the **price is £0.00** as your **ticket is free** as you have signed up and booked through our free airport pick up service. This can be seen in the second image below.

The journey you have booked onto will also be **confirmed above the price of the ticket** at the **end of the email**. This can also be seen in the second image below



# Deaving: HEATHROW Airport London T2,3 (LHR) to COVEN TRY Pool Meadow Bus Station.

## national express

National Express Service: NX 212				
Date of travel	Departure	Arrive	From	to



## IMPORTANT INFORMATION YOU SHOULD READ

## Conditions of carriage

issued subject to National Express conditions of carriage, which are available to view on line here.

Luggage allowance To see how much luggage you can take with you on your journey, please click here

#### insurance.

If you've purchased insurance you can find information about the key features and benefits of your policy here.

## Refunds

You can view details on how to obtain a refund here.

### Departure Information

Please be at your departure point, ready to board your coach at least 10 minutes prior to your departure time.