

# **GENERAL INFORMATION**

The State Government through the Western Australian Department of Education provides an allowance to assist eligible families with secondary schooling costs.

Parents/guardians must apply for the Secondary Assistance Scheme (SAS) each school year (annually) – applications do not carry forward to future years.

To be eligible for the allowance the parent/guardian must hold a Services Australia (Centrelink) or Veterans' Affairs card that represents a statement of income for the family.

The allowance consists of two components:

- \$115 Clothing Allowance paid directly to the parent/guardian or the school.
- \$235 Education Program Allowance paid directly to the school.

Application is made by the parent or guardian for student/s enrolled in Years 7–12 studying a full time secondary course at a Western Australian public school.

## **ELIGIBILITY CRITERIA**

Parent or Guardian must hold one of the following cards:

- Centrelink Health Care Card
- Centrelink Pensioner Concession Card
- Veterans' Affairs Pensioner Concession Card

Please Note: The only Veterans' Affairs Card that meets the criteria is a blue card that is issued annually and expires in December each year. This card is income means tested.

The parent/guardian must be the holder of a card that is valid some time during first term. Students must be listed on claimant's card (except for some year 11 and 12 students, or in cases of disability/health reasons). In this instance, the school must sight both concession cards. The only exception to this is when a student holds their own health care card and has been declared independent by Centrelink (e.g. Living Away from Home). In this instance, a letter of confirmation from Centrelink needs to accompany the application. The concession card must not be expired when applying for SAS.

The allowance is paid up to and including the year the student turns 18 years of age i.e. students born in 2005 or before are ineligible in 2024.

## **APPLICATION FORMS**

Application forms should not be altered and are to be completed at the school or emailed during Term 1 only. If completing an application via email and/or signing the application electronically, applicants must also email a copy of both sides of the applicable concession card with the application to the school. If the application form is completed prior to the commencement of Term 1 the school must complete the enrolment confirmation section to confirm attendance. (Forms dated by the school prior to Term 1, 2024 will not be accepted). Please ensure you keep a photocopy of the signed form for school records.

Personal information collected will only be used for the purpose of managing the Secondary Assistance Scheme. The Department will not disclose your personal information for any other reason.

## LATE APPLICATIONS

Late applications will only be accepted in extenuating circumstances and must be accompanied with a written explanation.

Eligible interstate or overseas students who are enrolled after first term may apply for the allowance. Date of enrolment must be noted on the application.

## **CONTRIBUTIONS AND CHARGES**

Schools will receive the Education Program Allowance of \$235 for Secondary Assistance recipients. This will be applied towards education program charges in the first instance, with any residual to be applied to the voluntary contribution (for years 7 to 10) or as negotiated with the parent/guardian (for years 11 to 12).

#### **CLOTHING ALLOWANCE**

The clothing allowance of \$115 will be paid to the parent/guardian unless indicated on the application form that you wish it to be paid to the school. If payment to the parent/guardian is requested, the payment will be deposited into the parent/guardian bank account. It can take between 8 to 12 weeks to receive this payment.

#### **PROCESSING OF PAYMENTS**

Once the form is completed by the parent/guardian, the school will witness the application and submit to the Financial Planning and Resourcing Directorate for processing via:

- electronic file (via email) whilst retaining the original application form at the school
- or
- posting the **original application forms** retaining a photocopy for the school records.

If you change any of your details supplied on the application form, please notify us as soon as possible on 9264 4516.

We will endeavour to have all clothing payments made to the parent/guardian by 31 May 2024.

#### FURTHER INFORMATION

Financial Planning and Resourcing Directorate Department of Education 151 Royal Street EAST PERTH WA 6004

Telephone: (08) 9264 4516 E-mail: <u>student.allowances@education.wa.edu.au</u>

**PUBLIC SCHOOLS** 

Applications close - 28 March 2024

Department of Education Boundary ASSISTANCE SCHEME YEARS 7 - 12 \$115 Clothing Allowance Paid to parent or school \$235 Education Program Allowance Paid to school						
APPLICATIONS CLOSE • No	lid to claim with Parent/Guardian o t eligible if student born in 2005 or	before.				
THURSDAY	ving as an independent student, le ase retain a copy of the application e Education Program Allowance (I plied towards education program of	on form at the school EPA) of \$235 for stu	l dents will be paid to			
SCHOOL NAME (Please use schoo	· · · ·			SCHOOL CODE		
CONCESSION CARD PARENT/GU	ARDIAN INFORMATION					
LAST NAME – as per concession card		FIRST NAME – as per o	concessin card			
STREET ADDRESS (EG: 15 Jones Road)		SUBURB		POSTCODE		
CONTACT PHONE No.		E-MAIL				
CONCESSION CARD PARENT/GU	ARDIAN DETAILS					
Centrelink Health Care Card (Family Card only NOT Student ca	rd) Centrelink Pensioner	Concession Card		ffairs Pensioner Card only – expires Dec 2024)		
CARD No. (CRN OF PARENT/GUA (as per Centrelink Card)				,		
CARD START DATE:		RD PIRY DATE:		] – 🗌 🗌 🔲 🗌		
STUDENT DETAILS (as listed on a	applicant concession card)			ach letter from Centrelink)		
LAST NAME	FIRST NAME	DATE OF BIR		OTHING ALLOWANCE TO BE ID TO (select)		
				SCHOOL PARENT		
				SCHOOL PARENT		
				SCHOOL PARENT		
BANK ACCOUNT DETAILS OF PARENT/GUARDIAN (Complete only if clothing allowance to be paid to parent) Payments will only be made by EFT – Please write clearly						
Name of Account Holder(s):						
BSB Number: (6 digits)	-	<b>nber:</b> (up to 9 digi	its)			
PARENT/GUARDIAN DECLARATI	ON					
<ul> <li>I have not claimed nor do I inte</li> <li>I have not claimed this allowan</li> <li>I authorise Centrelink to verify r</li> </ul>	ce for any of these children at	another school in '	Western Australia	in 2024.		
I DECLARE THE ABOVE TO BE TRUE OR MISLEADING INFORMATION.	E AND CORRECT AND AM AWA	ARE THAT IT IS AN	OFFENCE TO PRO	VIDE FALSE		
PARENT/GUARDIAN SIGNA If you are completing this for the above information is true If statements made in the application later pro-	orm electronically and are un e and correct.	-	-			
WITNESS DECLARATION (to be c		nding ochool hur - D				
(Concession card and application must I have sighted the claimant's card						
PRINT NAME OF WITNESS	WITNESS SIGNATU	RE P(	OSITION HELD	DATE		
If the form is completed and d (tick box and enter current date	ated prior to the start of Term 1	complete the com	mencement confirm			

<b>1</b> · · · · · · · · · · · · · · · · · · ·	- /	
confirm that the above student(s	) has/have commenced at this school in Term 1,	2024 DAT