



SECONDARY ASSISTANCE SCHEME - NON GOVERNMENT (PRIVATE) SCHOOLS - 2019 ELIGIBILITY AND PROCEDURES

ELIGIBILITY

CLAIMANT

- ◆ The Claimant must hold one of the following cards, valid for a period of no less than four weeks
 - Department of Human Services (Centrelink) Health Care Card
 - *Card holder must be parent/guardian. Claims cannot be made by a parent using a student's card (i.e. the student may hold a card for disability/health conditions)*
 - *Student name should be listed on the card (except for some year 11 and 12 students, or in cases of disability/health reasons see note below)*
 - Department of Human Services (Centrelink) Pensioner Concession Card
 - *Student name should be listed on the card (except for some year 11 and 12 students, or in cases of disability/health reasons see note below)*
 - Department of Veterans' Affairs Pensioner Concession Card
 - *Health Pensioner Card, TPI / TPI Gold Cards or State Cards cannot be accepted as they are issued for medical benefit purposes only*
 - *Student name should be listed on the card (except for some year 11 and 12 students, or in cases of disability/health reasons see note below)*

CARD DETAILS

- ◆ The card must be valid some time during Term 1 (4 February 2019 – 12 April 2019).
- ◆ For interstate applicants applying throughout the year, the card must be valid sometime in Term 1. Application for the Secondary Assistance Scheme must be made within one month of enrolling at the school.
- ◆ For overseas applicants applying throughout the year, the card must be current at time of application. Application for the Secondary Assistance Scheme must be made within one month of enrolling at the school.

STUDENTS

- ◆ Must be enrolled in Years 7 to 12 studying a full-time secondary course in a Western Australian non government (private) school. Allowance is paid up to and including the year the student turns 18 years of age (i.e. not eligible if born in 2000 or before).
- ◆ Students can only claim for themselves if they are classified by the Department of Human Services (Centrelink) as an Independent Youth. Appropriate evidence must be supplied by the Department of Human Services (Centrelink) to validate the claim.

CONCESSION CARD NOTES

- ▶ **Students in Years 11 and 12 or with disability/health conditions will possibly not be listed on the parent/guardian concession card, however if the parent/guardian holds a valid concession card they will still be eligible.**
- ▶ **Please ensure to sight both cards for validity, when accepting the completed SAS forms, if the student also has a concession card.**

INELIGIBILITY

- ◆ Parents/Guardians/Students in receipt of ABSTUDY School Fees Allowance through the Department of Human Services (Centrelink) (Commonwealth Aboriginal or Torres Strait Islander payments).
 - *ABSTUDY payments are made for schooling expenses, the same purpose as the Secondary Assistance Scheme, therefore both cannot be applied for. Alternatively the ABSTUDY Supplement Allowance of \$79 may be applied for, by completing the 2019 Abstudy Supplement Allowance application.*
- ◆ Students who have previously received the allowance when enrolled at another school in the same year.
- ◆ Students cannot claim on their own concession card unless they have been declared independent by the Department of Human Services (Centrelink). Proof of independent status needs to be provided.
- ◆ Foster parents cannot apply as the child is a Ward of the State. The Department for Child Protection and Family Support is responsible for all associated costs.

CLOTHING ALLOWANCE

- ◆ Claimants who satisfy the eligibility criteria will receive payment of \$115 made to the parent/guardian. Payments will be made via EFT only.
- ◆ Claimants that submit applications for students from interstate or overseas who enrol during the year will receive the full \$115 clothing allowance.

EDUCATION PROGRAM ALLOWANCE

- ◆ An amount of \$235 will be paid to the school for eligible claimants.
- ◆ Applications submitted for students from interstate or overseas who enrol after Term 1 will receive a pro-rata Education Program Allowance at \$58.75 per term enrolled.

► **To assist with prompt payment, schools are requested to submit completed application forms to Financial Planning and Resourcing Directorate as soon as possible after commencement of Term 1.**

PROCEDURAL NOTES FOR SCHOOLS

- ◆ Application forms are valid for one school year only. Schools should destroy all 2018 forms as they are now obsolete and will not be accepted.
- ◆ You can obtain electronic copies of the application forms by emailing the Allowances Coordinator student.allowances@education.wa.edu.au
- ◆ Parents/guardians must apply for the Secondary Assistance Scheme each school year (annually) – applications do not carry forward to future years.
- ◆ Schools must ensure that the 2019 Secondary Assistance Scheme forms are not altered in any way or form.
- ◆ Schools must ensure that the 2019 Secondary Assistance Scheme forms are completed by Parents/Guardians only upon commencement of Term 1. Any forms submitted prior to Term 1, 2019 will not be accepted.
- ◆ A copy of the original Secondary Assistance Scheme form should be retained by the school as a record of the students who have applied.
- ◆ Any corrections made on forms must be initialled by the claimant. If not, the form will be returned to the school.
- ◆ When a student transfers to another school within Western Australia and the parent has qualified for assistance, any refund due is required to be forwarded to the new school, and **not** the parent/guardian.
- ◆ **Overseas applicants:** Application for the scheme must be made within one month of enrolment at the school and the same criteria apply. The concession card issued must be valid for a period of no less than four weeks. A letter is to be completed by the school to support the application stating student name, date of birth, year level, date of arrival in Australia, country they have arrived from and date of enrolment.
- ◆ **Interstate applicants:** Application for the scheme must be made within one month of enrolment at the school and the same criteria apply. The concession card must be valid sometime during Term 1. A letter is to be completed by the school to support the application stating student name, date of birth, year level, date of arrival in Western Australia, state they have arrived from and date of enrolment.
- ◆ **Late applications (general):** Late applications will only be approved under **extenuating circumstances** and will still be bound by the eligibility criteria for date of birth and possession of a card current in first term.
 - ***All late applications must be accompanied by a letter written by the parent or school. The letter must state the reason the application was not made in first term.***

STUDENT ALLOWANCES CONTACT DETAILS

Email: student.allowances@education.wa.edu.au

Contact Person: Allowances Coordinator

Phone: (08) 9264 4516

Mail:

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