CLAIMANT

- The Claimant must hold one of the following cards, valid for a period of no less than 4 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 purposes)
  - Department of Human Services (Centrelink) Pensioner Concession Card
    - Student name should be listed on the card (except for some year 11 and 12 students, 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

CARD DETAILS

- The card must be current some time during first term (2 February 2015 – 2 April 2015).
- For overseas or interstate 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. Allowance is paid up to and including the year the student turns 18 years of age (i.e. not eligible if born in 1996 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.

NOTE FOR YEAR 11 AND 12 STUDENTS

- Students in Years 11 and 12 will possibly not be listed on the parent/guardian concession card, however if the parent/guardian holds a valid concession 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.
Parents/Guardians/Students in receipt of the ABSTUDY School Fees Allowance through the Department of Human Services (Centrelink) (Commonwealth Aboriginal Secondary Grants Scheme).

- 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 2015 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 either the school or the parent/guardian, at the discretion of 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 One will receive a pro-rata Education Program Allowance at $58.75 per term enrolled.

### PROCESSING OF APPLICATIONS

- To receive the payment in the April 2015 gateway, please ensure the forms are returned to the Schools Resourcing and Support Directorate for processing before the end of 2 April 2015.

- To assist with prompt payment, schools are requested to submit completed application forms to Schools Resourcing and Support Directorate as soon as possible after the commencement of Term 1.
PROCEDURAL NOTES FOR SCHOOLS

- Application forms are valid for one school year only. Schools should destroy all 2014 forms as they are now obsolete and will not be accepted.

- You can download the forms from Finance for Schools section of the DET Intranet, under Schools Resourcing and Support Directorate, Student Allowances; http://det.wa.edu.au/finance/detcms/navigation/student-allowances/.

- Schools must ensure that the 2015 Secondary Assistance Scheme forms are not altered in any way or form.

- Schools must ensure that the 2015 Secondary Assistance Scheme forms are completed by Parents/Guardians only upon commencement of Term 1. Any forms submitted prior to Term 1, 2015 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.
  
  - Please write on the form “overseas/interstate student” and the date the student was enrolled at the school.

- **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 one.
  
  - Please write on the form “overseas/interstate student” and the date the student was enrolled at the school.

- **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 copy of the relevant card along with a letter written by the parent. The letter must state the reason the application was not made in first term. Date of enrolment must be noted on the application.

STUDENT ALLOWANCES CONTACT DETAILS

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

Contact Person: Schools Resourcing Officer  
Student Allowances  
Schools Resourcing and Support Directorate  
Department of Education  
151 Royal Street  
EAST PERTH WA 6004

Phone: 08 9264 4516  
Fax: 08 9264 5162