



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



APPLICATIONS CLOSE

THURSDAY
28 MARCH 2024

- Valid to claim with Parent/Guardian card only. Student cannot claim with own card if living with parent(s)
Not eligible if student born in 2005 or before.
If living as an independent student, letter of proof from Centrelink must be provided.
Please retain a copy of the application form at the school
The Education Program Allowance (EPA) of \$235 for students will be paid to the school and will be applied towards education program charges in the first instance.

SCHOOL NAME (Please use school stamp including phone number if possible) SCHOOL CODE

CONCESSION CARD PARENT/GUARDIAN INFORMATION

LAST NAME - as per concession card FIRST NAME - as per concession card
STREET ADDRESS (EG: 15 Jones Road) SUBURB POSTCODE
CONTACT PHONE No. E-MAIL

CONCESSION CARD PARENT/GUARDIAN DETAILS

Centrelink Health Care Card (Family Card only NOT Student card)
Centrelink Pensioner Concession Card
Veterans' Affairs Pensioner Card (Blue card only - expires Dec 2024)
CARD No. (CRN OF PARENT/GUARDIAN):
CARD START DATE: CARD EXPIRY DATE:

STUDENT DETAILS (as listed on applicant concession card) INDEPENDENT STUDENT (Attach letter from Centrelink)

Table with columns: LAST NAME, FIRST NAME, DATE OF BIRTH, YEAR LEVEL, CLOTHING ALLOWANCE TO BE PAID TO (select). Rows for SCHOOL and PARENT options.

BANK ACCOUNT DETAILS OF PARENT/GUARDIAN (Complete only if clothing allowance to be paid to parent)

Name of Account Holder(s):
BSB Number: (6 digits) Account Number: (up to 9 digits)

PARENT/GUARDIAN DECLARATION

- I have not claimed nor do I intend to claim the ABSTUDY School Fees Allowance in 2024 for any of these children.
I have not claimed this allowance for any of these children at another school in Western Australia in 2024.
I authorise Centrelink to verify my current benefit status and other pertinent details to gain this entitlement.

I DECLARE THE ABOVE TO BE TRUE AND CORRECT AND AM AWARE THAT IT IS AN OFFENCE TO PROVIDE FALSE OR MISLEADING INFORMATION.

PARENT/GUARDIAN SIGNATURE: DATE:
If you are completing this form electronically and are unable to sign this form please check this box to confirm the above information is true and correct.

WITNESS DECLARATION (to be completed by the school)

(Concession card and application must be sighted and witnessed at attending school by a Department Officer)
I have sighted the claimant's card and confirm the details provided are correct.

Table with columns: PRINT NAME OF WITNESS, WITNESS SIGNATURE, POSITION HELD, DATE

If the form is completed and dated prior to the start of Term 1 complete the commencement confirmation below (tick box and enter current date).
I confirm that the above student(s) has/have commenced at this school in Term 1, 2024 DATE: