



Mr Gary Harris  
Principal  
Emmanuel Christian Community School  
3 Salcott Road  
GIRRAWHEEN WA 6064

Dear Mr Harris

### **2020 Student Allowances – Secondary Assistance Scheme**

The State Government, through the Department of Education, provides financial support to eligible parents through the Secondary Assistance Scheme (SAS). The aim of the scheme is to assist low income families with secondary schooling costs.

Eligible parents/guardians with students enrolled in Years 7 to 12 studying a full-time secondary course at a Western Australian non government school will be able to apply for the Secondary Assistance Scheme (SAS) in 2020.

The Secondary Assistance Scheme consists of two allowances:

- \$235 Education Program Allowance (payment made to the school); and
- \$115 Clothing Allowance (payment made to the parent/guardian).

Parents/guardians in receipt of the ABSTUDY School Fees Allowance from the Department of Human Services (Centrelink) are not eligible for the Secondary Assistance Scheme, but they may apply for the ABSTUDY Supplement Allowance. The payment amount is: \$79 Education Program Allowance (payment made to the school).

It would be appreciated if the Secondary Assistance Scheme could be advertised as widely as possible, to ensure that all parents are aware of the allowances available. Applications must be completed each year by eligible parents/guardians. To assist with the advertising process, a poster has been included for display at the school.

Please send application forms to the Financial Planning and Resourcing Directorate (address on the application form) as they are completed, to ensure applications are processed in a timely manner. The Department of Education will endeavour to have all the payments made by 30 June 2020.

If you have any questions regarding the information provided or to obtain electronic copies of application forms please contact the Allowances Coordinator on 9264 4516 or email [student.allowances@education.wa.edu.au](mailto:student.allowances@education.wa.edu.au).

Thank you for your assistance.

Yours sincerely

Lisa Smith  
**A/Director**  
**Financial Planning and Resourcing**

30 October 2019

Att.



## SECONDARY ASSISTANCE SCHEME - NON GOVERNMENT (PRIVATE) SCHOOLS - 2020 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 or TPI Gold 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 (3 February 2020 – 9 April 2020).
- ◆ 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 2001 or before).
- ◆ Students can only claim for themselves if they are classified by Centrelink as an Independent Youth. Appropriate evidence must be supplied by 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, as they may hold their own concession card.**
- ▶ **In this instance, please ensure to sight both concession cards for validity (parent and student), when accepting the completed SAS forms.**

## INELIGIBILITY

- ◆ Parents/Guardians/Students in receipt of ABSTUDY School Fees Allowance through the 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 2020 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 Centrelink. Proof of independent status needs to be provided.
- ◆ Foster parents cannot apply as the child is a Ward of the State. The Department of Communities 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 2019 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](mailto: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 2020 Secondary Assistance Scheme forms are not altered in any way or form.
- ◆ Schools must ensure that the 2020 Secondary Assistance Scheme forms are completed by Parents/Guardians only upon commencement of Term 1. Any forms submitted prior to Term 1, 2020 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](mailto: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





\$115 Clothing Allowance - Paid to parent
\$235 Education Program Allowance - Paid to school

APPLICATIONS CLOSE THURSDAY 9 April 2020

- 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 2001 or before.
If living as an independent student, letter of proof from Centrelink must be provided.
Please complete form neatly and in block letters and retain a copy at the school.

SCHOOL NAME (Please use school stamp)

PARENT/GUARDIAN DETAILS

Form fields for Parent/Guardian details: SURNAME/FAMILY NAME, FIRST NAME, STREET, SUBURB, POSTCODE, CONTACT PHONE No., E-MAIL

PARENT/GUARDIAN DEPARTMENT OF HUMAN SERVICES (CENTRELINK) CONCESSION CARD DETAILS

- Centrelink Health Care Card (Family Card only NOT Student card)
Centrelink Pensioner Concession Card
Veterans' Affairs Pensioner Card (Blue card only - expires Dec 2020)

CARD No. (CRN OF PARENT/GUARDIAN): (as per Centrelink Card)

START DATE ON CARD: CARD EXPIRY Date: (must fall on or after first day of Term One)

STUDENT DETAILS

INDEPENDENT STUDENT (Attach letter from Centrelink)

Form fields for Student details: SURNAME/FAMILY NAME, FIRST NAME, DATE OF BIRTH, YEAR LEVEL

BANK ACCOUNT DETAILS OF PARENT/GUARDIAN (Payments will only be made by EFT)

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 2020 for any of these children.
I have not claimed this allowance for any of these children at another school in Western Australia in 2020.
I authorise the 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:

WITNESS DECLARATION (Concession card and application must be sighted and witnessed at attending school by a School Officer)

I have sighted the claimant's card and confirm the details provided are correct and no other application has been submitted for students listed on this form.

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, 2020 DATE:



# 2020

## SECONDARY ASSISTANCE SCHEME NON GOVERNMENT (PRIVATE) SCHOOLS

Applications close 9 April 2020

### 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 each school year (annually) – applications do not carry forward to future years.

To be eligible for the allowance the parent/guardian must hold a Department of Human Services (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.
- \$235 Educational 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 non government (private) 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 each year 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 allowance is paid up to and including the year the student turns 18 years of age i.e. students born in 2001 or before are ineligible in 2020.

### APPLICATION FORMS

Application forms should not be altered and are to be completed at the school during Term 1 only. If the 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, 2020 will not be accepted). Please ensure you keep a photocopy of the signed form for school records

### 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.

### PROCESSING OF PAYMENTS

Once the form is completed by the parent/guardian, the school will forward the **original forms** to the address below for processing.

The payment of the Educational Program Allowance is made directly to the school and should be deducted from your school account.

The Clothing Allowance payment will be deposited directly into the parent/guardian's bank account. It can take between 8 – 12 weeks to receive this payment.

If you change any of your details other than that 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 30 June 2020.

### POST TO

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

### FURTHER INFORMATION

Telephone: (08) 9264 4516

Email: [student.allowances@education.wa.edu.au](mailto:student.allowances@education.wa.edu.au)



Department of  
Education

**2020 ABSTUDY SUPPLEMENT ALLOWANCE YEARS 7 – 12**

**\$79 Education Program Allowance** Paid to school

**NG  
ASA**

**APPLICATIONS CLOSE  
THURSDAY 9 April 2020**

- Valid to claim with Parent/Guardian card only.
- To be eligible, parent/school must have received \$78 or \$156 ABSTUDY from Centrelink.
- Not eligible if student born in 2001 or before.
- If living as an independent student, letter of proof from Centrelink must be provided.
- Please complete form in **block letters**.

<b>SCHOOL NAME</b> <i>(Please use school stamp)</i>	<b>SCHOOL CODE</b>

<b>PARENT/GUARDIAN DETAILS</b>		
SURNAME/FAMILY NAME	FIRST NAME	
STREET	SUBURB	POSTCODE
CONTACT PHONE No.	E-MAIL	

<b>PARENT/GUARDIAN DEPARTMENT OF HUMAN SERVICES (CENTRELINK) CONCESSION CARD DETAILS</b>		
<input type="checkbox"/> Centrelink Health Care Card (Family Card only NOT Student card)	<input type="checkbox"/> Centrelink Pensioner Concession Card	<input type="checkbox"/> Veterans' Affairs Pensioner Card (Blue card only – expires Dec 2020)

<b>CARD No. (CRN OF PARENT/GUARDIAN):</b> <i>(as per Centrelink Card)</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>
<b>START DATE ON CARD:</b>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>CARD EXPIRY Date:</b> <small>(must fall on or after first day of Term One)</small>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

<b>STUDENT DETAILS</b>		<input type="checkbox"/> <b>INDEPENDENT STUDENT</b> <i>(Attach letter from Centrelink)</i>	
SURNAME/FAMILY NAME	FIRST NAME	DATE OF BIRTH	YEAR LEVEL

<b>PARENT/GUARDIAN DECLARATION</b>
<ul style="list-style-type: none"> <li>• I have <b>not</b> claimed nor do I intend to claim 2020 Secondary Assistance Scheme payment for any of these children.</li> <li>• I have <b>not</b> claimed this allowance for any of these children at another school in Western Australia in 2020.</li> <li>• I authorise Centrelink to verify my current benefit status and other pertinent details to gain this entitlement.</li> </ul> <p><b>I DECLARE THE ABOVE TO BE TRUE AND CORRECT AND AM AWARE THAT IT IS AN OFFENCE TO PROVIDE FALSE OR MISLEADING INFORMATION</b></p> <p><b>PARENT/GUARDIAN SIGNATURE:</b> _____ <b>DATE:</b> _____</p>

<b>WITNESS DECLARATION</b> <i>(Concession card and application must be sighted and witnessed at attending school by a School Officer)</i>
I have sighted the claimant's card and confirm the details provided are correct.

PRINT NAME OF WITNESS	WITNESS SIGNATURE	POSITION HELD	DATE
<b>If the form is completed and dated prior to the start of Term 1 complete the commencement confirmation below (tick box and current date).</b>			
<input type="checkbox"/> I confirm that the above student(s) has/have commenced at this school in Term 1, 2020 DATE: _____			



Department of  
Education

# 2020

## ABSTUDY SUPPLEMENT ALLOWANCE

Applications close 9 April 2020

### GENERAL INFORMATION

The Western Australian Department of Education provides an allowance to assist eligible families with secondary schooling costs. The ABSTUDY Supplement Allowance is available to valid Department of Human Services (Centrelink) card holders, this funding supplements the Centrelink ABSTUDY Fees Allowance payment.

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

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

Furthermore, the school or parent must have received the School Fee Allowance of \$78 or \$156 from Centrelink as part of the student's ABSTUDY School Fees Allowance.

The Department of Education ABSTUDY Supplement Allowance consists of \$79 paid directly to the school.

Please note that the Secondary Assistance Scheme cannot be claimed as well as this allowance.

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 private 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

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 a health care card in their name and is declared independent by the Centrelink (e.g. living away from home). In this instance, a letter of confirmation from Centrelink needs to accompany the application.

The allowance is paid up to and including the year the student turns 18 years of age. i.e. students born in 2001 or before are ineligible in 2020.

### APPLICATION FORMS

Application forms should not be altered and are to be completed at the school during Term 1 only. If the 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, 2020 will not be accepted). Please ensure you keep a photocopy of the signed form for school records.

### 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.

### PROCESSING OF PAYMENTS

Once the application form is completed by the parent/guardian, the school will forward the **original application forms** to the Financial Planning and Resourcing Directorate for processing.

Payment of the ABSTUDY Supplement Allowance is made directly to the school and should be deducted from your school account.

### POST TO

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

### FURTHER INFORMATION

Telephone: (08) 9264 4516

E-mail: [student.allowances@education.wa.edu.au](mailto:student.allowances@education.wa.edu.au)

# SECONDARY ASSISTANCE SCHEME

YEARS 7 TO 12  
YOU MAY BE ELIGIBLE FOR UP TO:

**\$350**

*towards school expenses*

- DO YOU HOLD A:
- CENTRELINK HEALTH CARE CARD
  - (OR) ● CENTRELINK PENSIONER CONCESSION CARD
  - (OR) ● VETERANS' AFFAIRS PENSIONER CONCESSION CARD

Applications Close

**Thursday 9 April 2020**

Ask School Reception for More Information

