



Secondary Assistance Scheme 2024 Eligibility and Procedures

Non-Government (Private) Schools – Information for schools only – not for distribution

ELIGIBILITY

CLAIMANT

- ◆ The Claimant must hold one of the following cards, valid for a period of no less than four weeks
 - Services Australia (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)
 - Services Australia (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 sometime during Term 1 (31 January 2024 – 28 March 2024).
- ◆ 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 the 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 2005 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 you sight both concession cards for validity (parent and student), when accepting the completed SAS forms and note it is the parent card that is used on the application form.

INELIGIBILITY

- ◆ Parents/Guardians/Students in receipt of the ABSTUDY School Fees Allowance through 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 2024 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.
- ◆ The Department of Communities Child Protection and Family Support is responsible for all associated costs for Children in Care, therefore a Foster parent cannot apply.

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 of the clothing allowance to claimant, 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 2023 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 they only use application forms for their school (cannot use other school application forms)
- ◆ Schools must ensure that the 2024 Secondary Assistance Scheme forms are not altered in any way. Parents/Guardians are to complete application forms at your school or emailed to your school during Term 1. If completing an application via email and/or signing the application electronically, parents must also email a copy of both sides of the applicable concession card with their application to their school.
- ◆ Application forms are to be submitted by your school only upon commencement of Term 1. Any forms submitted prior to Term 1, 2024 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

Post:

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

Email:

student.allowances@education.wa.edu.au

Contact Person:

Allowances Coordinator

Phone: 08 9264 4516