



Department of  
Education

# 2019

## SECONDARY ASSISTANCE SCHEME PUBLIC SCHOOLS

Applications close 12 April 2019

### GENERAL INFORMATION

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 or the school.
- \$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 public school.

### ELIGIBILITY CRITERIA

Parent or Guardian must hold one of the following cards:

- Department of Human Services (Centrelink) Health Care Card
- Department of Human Services (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 allowance is paid up to and including the year the student turns 18 years of age i.e. students born in 2000 or before are ineligible in 2019.

### 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, 2019 will not be accepted). Please ensure to 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.

### CONTRIBUTIONS AND CHARGES

Schools will receive the Educational Program Allowance of \$235 for Secondary Assistance recipients. For students in Years 7 to 10 the Allowance will be paid directly to the school and in the first instance, will be applied towards the voluntary contribution. Any balance will be applied against charges or as negotiated with the parent/guardian. For students in Years 11 to 12 the Allowance will be applied to cover charges, in the first instance.

### 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 between 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 forward either the electronic file (via email) to the Financial Planning and Resourcing Directorate for processing whilst retaining the **original form at the school** or if completing applications manually, forward the **original 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 2019.

### FURTHER INFORMATION

Financial Planning and Resourcing Directorate  
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