Form 3: Conveyance Allowance Application Clonard College Geelong - Public transport travel

Year		Term		PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED

APPLICANT DETAILS

RESIDENTIAL STREET ADDRESS

Unit #		Street #		Address	
Town/Suburb		State		Postcode	
Exact distance (in km) by the shortest practicable route		From home to school	km	From home to bus stop	km

PARENT/GUARDIAN DETAILS

First Name		Surname		Telephone	
First Name		Surname		Telephone	
Email					

TRAVELLER DETAILS

Student one

First Name		Surname		Date of birth		Travel start date	
School enrolled				Year level			
VSN				FTE (must be 3 days or more attendance):			

Student claiming (please use **X** to highlight)

To/from school	☐	To/From School and off campus	☐
Single mode (One mode of transport only)	☐	Multi mode* Must be 4.8km or more to Bus Stop	☐

Student two

First Name		Surname		Date of birth		Travel start date	
School enrolled				Year level			
VSN				FTE (must be 3 days or more attendance):			

Student claiming (please use **X** to highlight)

To/from school	☐	To/From School and off campus	☐
Single mode (One mode of transport only)	☐	Multi mode* Must be 4.8km or more to Bus Stop	☐

Student three

First Name		Surname		Date of birth		Travel start date	
School enrolled				Year level			
VSN				FTE (must be 3 days or more attendance):			

Student claiming (please use **X** to highlight)

To/from school	☐	To/From School and off campus	☐
Single mode (One mode of transport only)	☐	Multi mode* Must be 4.8km or more to Bus Stop	☐

Note: An eligible student may be granted an allowance based on the least expensive public transport fares only. A copy of your ticket/fare purchase should be attached to this form e.g. Victorian Student Pass, Transit Student Pass.
If there are more than three students claiming from this home residence, please complete another Form 3 and attach together.
**Multi mode provision* does not apply if the journey could have been undertaken using a single mode transport or one leg of the journey is less than 4.8km. If multi mode includes private travel, complete Form 1 (private car) or Form 2 (private bus) to accompany this public travel application.

OFFICE USE ONLY							
Date Form Submitted		Form Signed - Yes/No – if no, return to Parent/Guardian for signature					
Copy of ticket/fare purchase attached?		Proof of fare/ticket - Yes/No – if no, return to Parent/Guardian for copy to attach					
Parent/Guardian signed?		Date entered/assessed on SCAS		Eligible on SCAS - Y/N?			

Ticket Frequency (circle):	Daily	Weekly	Fortnightly	Monthly	Term	Half Yearly	Yearly
Ticket Amount:							
Service Operator (if known)							
Service Route (if known):							

Have any of these students been granted eligibility on the basis of an exemption? If yes, specify exemption from policy e.g. lack of available spaces at nearest school/s, Special Case Panel Approval. Attach proof for this application e.g. Letter(s) confirming refused entry from all nearer schools is required to be submitted with the application. The letter(s) should be dated prior to the commencement date of the student at the school applying for the conveyance allowance.

Student one	
Student two	
Student three	

Note: Students not attending their nearest school/campus may qualify for a conveyance allowance in some circumstances only. Sibling rights do not apply in any of these circumstances. Further information regarding these circumstances can be found in the Conveyance Allowance Program policy available online at: www.education.vic.gov.au/travellingtoschool or by contacting your school.

OFFICE USE ONLY

School SCAS Coordinator Name (please print): _____

School Signature – Principal / Delegate signature: _____

Date _____

Eligibility

An application on behalf of a student may be submitted if the student is:

- a Victorian resident;
- school aged and enrolled (3) three or more days per week at a school; and
- attending a school/campus located outside the Melbourne metropolitan conveyance boundary

A student who meets the above requirements may be eligible if they:

- attend their nearest or designated neighbourhood government school/campus appropriate to their year level, at which admission is permissible, or
- attend their nearest appropriate non-government school/campus appropriate to their year level, at which admission is permissible, and
- reside 4.8km or more by the shortest practicable route from the campus attended

Note: Eligibility is assessed when the School completes your child's application on the Student Conveyance Allowance System (SCAS). If approved, the allowance payable will be based on the least expensive public transport fares. Generally, where public transport is available an allowance for private travel will not be paid. Students who are privately transported 4.8km or more to meet public transport services may be able to claim a private car conveyance allowance as well (multi mode). No public transport allowance is payable if the journey to and from school could be made using a contract school bus. For further information regarding the Conveyance Allowance Program see: www.education.vic.gov.au/travellingtoschool

***Multi mode conveyance allowances**

Multi mode conveyance allowance applies when a student uses more than one mode of transport (e.g. private car and public transport) for a journey between home and school.

A conveyance allowance may be granted at the appropriate rate for private transport or public transport where the distance travelled is 4.8km or more for each leg of the journey. This provision does not apply if the journey could have been undertaken using a single mode transport or one leg of the journey is less than 4.8km.

Where two modes of private transport are used (private car and private bus), the amount payable is based on the distance from the student's residence to the school/campus at the private bus rate.

Rates are calculated using the shortest practicable route (measured in kilometres) from the student's residence to the school/campus attended.

Multimode is not applicable under the 'next nearest' school allowance or to attend a more distant school.

PARENT/GUARDIAN TO COMPLETE:

I certify that:

1. All the above details are true and correct to my knowledge.
2. I will notify the principal/delegate in writing within 7 days of any change of address or school.
3. The school will use personal information I have provided such as my address, child's enrolment details to assess and confirm their eligibility for the Conveyance Allowance Program using the Student Conveyance Allowance System (SCAS).
4. I consent to release this information to Department of Education (DET) representatives to assist with assessing my application on SCAS.
5. I understand the conveyance allowance is for the student/s named on the application form/s and cannot be withheld by the school in lieu of fees or late payments.
6. I understand my signed consent is required with this application form for the school to keep the conveyance allowance as a contribution towards school purchased tickets/fares to and from school only (*if you agree to give consent, please complete/sign consent below*).

Parent/guardian name (please print) _____

Parent/guardian signature _____

Date _____

PARENT/GUARDIAN CONSENT FOR SCHOOL TO WITHHOLD CONVEYANCE ALLOWANCE:

I consent that:

1. The conveyance allowance payable to the student/s named on this application form will be withheld by the school as a contribution towards school purchased tickets/fares to and from school only.
2. I understand there may be additional costs incurred which the school may request that I cover.
3. I understand the conveyance allowance cannot be withheld or contribute towards procured bus services for school excursions.
4. I will notify the principal/delegate in writing if I wish to withdraw my consent to withhold my child's conveyance payments.
5. I understand withdrawal of my consent may not be effective until the next term claim period.

Parent/guardian name (please print) _____

Parent/guardian signature _____

Date _____