

**STATE GOVERNMENT OF TASMANIA
DEPARTMENT OF EDUCATION
STUDENT ACCOMMODATION ALLOWANCE
SENIOR SECONDARY STUDENTS (SAA)
GUIDELINES AND ELIGIBILITY CONDITIONS - 2008**

INTRODUCTION

The Student Accommodation Allowance for Senior Secondary Students (SAA) provides financial support to students who must live away from their usual home, located in the State of Tasmania, in order to commence or continue their education at an approved senior secondary school or college. The allowance is limited to a maximum period of two years unless special circumstances exist. The allowance is not subject to a means test.

For the first time, in 2008, both full-time *and* part-time students will be eligible to receive assistance, subject to satisfying the eligibility conditions. Part-time means enrolled for a minimum of 300 contact hours in a course of study.

Provided you meet the eligibility conditions you may also be eligible to receive short stay accommodation assistance if you are required to live away from home for a minimum period of 5 nights in order to undertake courses or associated activities linked to your course of study. Students who satisfy these conditions will be paid a pro rata benefit when the course enrolment and accommodation details have been confirmed and the course and/or the accommodation period has been completed.

A new Application Form is required to be lodged each year for full-time and part-time students

Do not confuse this Tasmanian Government allowance with Isolated Childrens Allowance, Youth Allowance, Austudy or ABSTUDY which are available from the Commonwealth Government and delivered through Centrelink

LODGEMENT OF APPLICATION

Forward your completed form, including all requested information to:

Financial Assistance Unit (FAU), Department of Education, GPO Box 169, Hobart 7001.

Delays in payment may be experienced if details are omitted from the application form. All applicants will be notified in writing of approval or non-approval of their application.

ELIGIBILITY CONDITIONS FOR THE SCHEME

1. Students must be enrolled for a minimum of 300 contact hours in approved courses at an approved senior secondary school or college. Full-time students are those enrolled in subjects equating to 600 contact hours.
2. For the purposes of this scheme, approved courses are TCE subjects and/or Vocational Education and Training (VET) subjects in an approved senior secondary school or college.
3. An approved senior secondary school or college for the purpose of this Scheme is defined as a Government school or college, or a registered Non-Government school or college offering students full or part-time senior secondary courses.
4. A satisfactory attendance record is required in all enrolled subjects otherwise the available benefit may be reduced or stopped.
5. The allowance is payable to students who are required to travel greater than 40 kilometres between their usual home in Tasmania and the closest senior secondary school or college in Tasmania offering their chosen course of study, and are therefore required to make alternative accommodation arrangements. Special provisions apply for students from Bass Strait Islands. Please contact FAU on 1800 816 057 for further information.
6. The allowance is only payable to students who are the children of permanent Tasmanian residents, not to interstate or overseas students who are attending Tasmanian schools or colleges. The allowance may not be available to students whilst their parents are residing interstate or overseas.
7. Students enrolled in Open Learning courses and courses associated with Apprenticeships or Traineeships are not eligible for the allowance.
8. Independent students who are under 18 years of age and are submitting an application are required to provide proof of their independent status. Independent students are generally: supporting themselves; receiving a Centrelink payment and meet the Centrelink independence criteria. Proof of independent status can be in the form of a copy of their current Youth Allowance or ABSTUDY notice of assessment which must clearly indicate the student is independent.

Alternatively, a suitable space has been included on the application form for proof of independent status, which is to be confirmed by Centrelink. Other acceptable evidence of independent status is a letter by a school or college Student Counsellor or Social Worker. If proof of independent status is not provided this will delay assessment of your application.

9. Students who undertake courses or activities linked to their course of study and who need to live away from home for a minimum of five (5) nights, and who meet the distance rule, may be eligible to receive a pro-rata payment once enrolment and accommodation details have been confirmed and the course and/or the accommodation period has been completed. You may be asked to provide documentary evidence of your enrolment in the course and/or of the accommodation provider before a payment can be made.

ENTITLEMENTS

Eligible Full-time students

Full-time students (600 or more contact hours) are entitled to an annual allowance of \$1,400 if studying for the full academic year. The payments will be made in accordance with the payment schedule dates and are subject to enrolment, attendance and accommodation checks. Full-time applicants who lodge their application form with the Department after 28 April 2008 will receive a pro-rata grant payment.

Eligible Part-time Students

Students who are not full-time (300 or more contact hours) will receive a pro-rata grant payment based on the length of their course and their level of enrolment. The payments will be made in accordance with the payment schedule dates and are subject to enrolment, attendance and accommodation checks.

Eligible Short Stay Accommodation Students

Students, who are undertaking courses that are linked to their course of study, and who meet the Eligibility Conditions, will receive a payment to their nominated bank account at the completion of the course and/or the accommodation period. The minimum payment is \$38.89 for five (5) nights, whether they are consecutive or accumulated nights over a period of time within the school year. Each additional night will be paid at the rate of \$7.78 per night.

PAYMENT ARRANGEMENTS

All payments will be made by direct deposit through Electronic Funds Transfer (EFT) to the nominated bank account. In relation to full time and part-time students who are studying for the full year, payments will be made into nominated bank accounts four times during the year. (See Payment Schedule).

To ensure receipt of the first instalment scheduled for 28 March, an application must be received by the Department prior to 3 March 2008. Pro-rata payments for students who are studying for only part of the year (excluding short stay accommodation students) will be made directly into the nominated bank account in accordance with the payment schedule or at the completion of the accommodation period. For students who are eligible to receive short stay accommodation payments, payment will be made to the nominated bank account when the course has been completed or at the end of the accommodation period.

For Dependent students under 18 years of age:

The allowance will be paid into the bank account as nominated by the parent/guardian. When a dependent student turns 18 years of age during the academic year, the student can, by choice, notify the Department in writing and nominate an alternative bank account.

For Independent students and students over 18 years of age:

For students who meet the requirements for independent status as already outlined the allowance will be paid into the bank account nominated by the student.

Please ensure that Bank Details are completed as payments will be directly deposited into the nominated bank account. Assessment of application forms will be delayed if bank details are incorrect or incomplete.

If you require further information or assistance in completing this form, please contact:

Financial Assistance Unit, Department of Education

Phone: 6233 7041 or 1800 816 057 Fax: 6233 6520

Email: fau@education.tas.gov.au Website: <http://www.education.tas.gov.au>

PAYMENT SCHEDULE FOR 2008 FOR FULL ACCOMMODATION ALLOWANCE

Senior Secondary Students (\$1,400 PER YEAR FOR FULL-TIME STUDENTS)

Date	Payment
28 March	\$270
8 May	\$330
7 August	\$400
2 October	\$400

Pro-rata grants will be paid in accordance with the above schedule or at the completion of the accommodation period, these apply to students who do not study for the full year or for applicants who lodge their application form after 28 April 2008.

PLEASE TEAR ALONG PERFORATION AND RETAIN THIS SHEET FOR YOUR INFORMATION



Tasmania
Explore the possibilities

STATE GOVERNMENT OF TASMANIA
DEPARTMENT OF EDUCATION
STUDENT ACCOMMODATION ALLOWANCE
SENIOR SECONDARY STUDENTS (SAA)
APPLICATION FORM - 2008

PLEASE READ THE ATTACHED GUIDELINES AND ELIGIBILITY CONDITIONS PRIOR TO COMPLETING THE APPLICATION FORM. PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM.

APPLICANT DETAILS

Mr/Mrs/Ms/Miss (Student's Family Name) (Student's Given Names) (Date of Birth)

(please circle)

Usual Home Address

Postcode Telephone ()

Term Address

(your term address is the address you will be living at while studying)

Postcode Telephone ()

E-mail Address

Have you previously received the SAA Allowance? Yes / No (please circle) If **Yes**, during which year(s)?

Are you over 18 years of age or an Independent Student? Yes / No (please circle)

Independent students under 18 years of age must attach proof of their independent status (see Eligibility Conditions 8).

If **Yes**, go to the **School or College Details** section. If **No**, a Parent or Guardian must complete the next section below.

A PARENT OR GUARDIAN OF A DEPENDENT STUDENT UNDER 18 MUST COMPLETE THIS SECTION

Mr/Mrs/Ms/Miss (Parent/Guardian's Family Name) (Given Names)

(please circle)

Parent/Guardian's Home Address

Postcode Telephone ()

I hereby declare that I am the (Father/Mother/Guardian) of the above named student and I authorise payments of the Student Accommodation Allowance for the above named student to be paid into the nominated bank account as shown in the Bank Account Details section (over page)

Parent/Guardian's Signature Date

GO NOW TO SCHOOL OR COLLEGE DETAILS

SCHOOL OR COLLEGE ENROLMENT DETAILS OR COURSE-RELATED ACTIVITY

Name of School or College at which enrolled

Campus Address Postcode

Student ID Number Distance from Usual Home Address to School or College Km.
(if known)

Year of Course in 2008 (eg. Year 11, 12, or 13) Annual Student Contact Hours (see eligibility conditions 1)

Please indicate (tick) if you are Full Time Part-time or applying for short stay accommodation assistance

If you are applying for short stay accommodation to attend a course that is linked to your course of study, please attach evidence of your enrolment (e.g. a copy of your enrolment details) to the application form and provide the information requested in the table below:

How many overnight stays will you require?	
What are the specific dates of your overnight stays? (Either itemise the specific dates in the space provided or provide a date range where the overnight stays run continuously between two dates.)	
Who is the accommodation provider?	
What is the accommodation provider's address? (Please include street address, suburb and post code details.)	
What is the accommodation provider's phone number?	

A Short Stay Request Form will be required for each additional short stay accommodation requirement.

Forms are available at <http://www.education.tas.gov.au/school/parents/generalcosts/assistance/accommodation-secondary>

GO NOW TO BANK DETAILS

PLEASE TURN OVER AND FILL IN BANKING DETAILS AND SIGN APPLICATION FORM

BANK DETAILS FOR DIRECT DEPOSIT OF ALLOWANCE PAYMENTS

All payments will be made by direct deposit through Electronic Funds Transfer (EFT) to the nominated bank account within the Australian Banking System, which requires a six digit BSB number to identify the bank and a maximum of 9 digits, to identify the account number. **Credit card account numbers are not acceptable.**

BANK ACCOUNT DETAILS

Bank BSB Number - Account Number must not exceed 9 digits

Account Name (Please Print)

Family Name Given Names or Initials

Should your banking details change, notification of these changes must be provided in writing to the department **at least seven days prior to the payment date** to ensure correct payment

PROOF OF INDEPENDENT STATUS - IMPORTANT: Requests for this information from Centrelink must be made in person or by a person authorised to enquire on the student's behalf.

Independent Status Centrelink Verification.

CRN No - -

Student's Full Name:

Address:

Postcode

This is to certify that the above named person **is / is not** considered independent for the purpose of receiving a payment or benefit from Centrelink

Signed for Centrelink Centrelink Stamp: Date:

The completed form should be forwarded to:

Department of Education,
Financial Assistance Unit,
GPO Box 169,
Hobart
Tasmania 7001.

GO NOW TO DECLARATION

DECLARATION BY APPLICANT

I declare that:

- I am the student for whom the allowance is claimed and that all the information provided on the form is correct;
- I have read the rules governing this Scheme; and
- I am a full-time senior secondary student studying at least 600 contact hours in 2008 , a part-time student studying at least 300 contact hours in 2008 or a student who is applying for short stay accommodation linked to my course of study.
[Please tick the appropriate box]

I authorise:

- the school or college I attend to periodically release information to verify my enrolment status and satisfactory attendance.

I understand that:

- the collection of this information is authorised under the *Education Act 1994*;
- the Department of Education will use the personal information provided on this form to assess my eligibility for financial assistance under the Student Accommodation Allowance for Senior Secondary Students (SAA) Scheme;
- I am required to inform the Department of Education within **seven (7) days** of any changes to the information contained in this form and to make full restitution in respect of any overpayments as a result of non attendance; lapsed enrolment; or provision of false information;
- My personal information will be used for the primary purpose for which it is collected and will be managed in accordance with the *Personal Information Protection Act 2004*. It may be accessed by the individual to whom it relates on request to the Coordinator, Financial Assistance.

Student's Signature Date / /

**If you require further assistance, please contact the Financial Assistance Unit, Department of Education:
1800 816 057**