

Department of Education

Student Accommodation Allowance (SAA) 2009

<p>What is the Student Accommodation Allowance</p>	<p>The Student Accommodation Allowance provides financial assistance to students in Years 11 or 12 who must live away from their usual Tasmanian home in order to study at a Tasmanian Senior Secondary college, Tasmanian Polytechnic or Tasmanian Academy. The allowance is limited to a maximum of two years unless special circumstances exist. The allowance is not means tested. A new Application Form is required each year. Do not confuse this Tasmanian Government allowance with Isolated Childrens Allowance, Youth Allowance, Austudy or ABSTUDY which are available from the Commonwealth Government and are delivered through Centrelink.</p>
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HOW TO APPLY

- Step 1** Read the eligibility conditions
- Step 2** Complete all your personal details
- Step 3** Complete parent/guardian details
- Step 4** Complete your enrolment details
- Step 5** Complete your bank details
- Step 6** Read and sign the declaration on Page 4
- Step 7** Lodge your application

ELIGIBILITY CONDITIONS FOR THE SCHEME

1. Full time students are those enrolled for 600 or more contact hours. Part time students must be enrolled for a minimum of 300 contact hours.
2. Approved courses are TQA subjects and/or Vocational Education and Training (VET) subjects in an approved Tasmanian Senior Secondary college, Tasmanian Polytechnic or Tasmanian Academy.
3. If you are attending Tasmanian Polytechnic and you are paying a general levy you may be eligible for SAA. Students in Year 13 or mature age students may be eligible for the Accommodation Allowance for Tertiary Students (AATS). For more detailed information contact Student Services at your local campus.
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 campus 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 the Financial Assistance Unit on 1800 816 057 for further information.
6. The allowance is only payable to students who are the children of permanent Tasmanian residents but not to interstate or overseas students who are attending Tasmanian institutions. The allowance may not be available to students whilst their parents are residing interstate or overseas.
7. Students enrolled in flexible 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 to be confirmed by Centrelink. Other acceptable evidence of independent status is a letter by a student counsellor or social worker. If 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. Payments will be made in accordance with the payment schedule dates and are subject to enrolment, attendance and accommodation checks.
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. 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 \$40.00 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 \$8.00 per night.

PAYMENT ARRANGEMENTS

All payments will be made by direct deposit through Electronic Funds Transfer (EFT) to the nominated bank account. Payments into the nominated bank account will be made four times during the year on 26 March, 7 May, 6 August and 1 October. (See payment schedule). **To ensure receipt of the first instalment scheduled for 26 March, an application must be received by the department prior to 6 March 2009. For students who lodge their application after 6 March 2009 the first instalment will be made on the date nominated in the letter notifying approval.**

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, then write to the department and nominate an alternative bank account.

For Independent students and students over 18 years of age:

The allowance will be paid into the bank account nominated by the student. Independent students are students who are supporting themselves and generally receive a Centrelink payment or allowance (eg. Youth Allowance, Austudy or ABSTUDY). Students who are under 18 years of age and are submitting an application as an independent student are required to provide proof of their independent status. (see condition 8).

Please ensure that Bank Details are completed as the allowance payments will be directly deposited into the nominated bank account.

PAYMENT SCHEDULE

\$1,400 per year for full-time students

Date	Payment
26 March 2009	\$270
7 May 2009	\$330
6 August 2009	\$400
1 October 2009	\$400

LODGEMENT OF YOUR APPLICATION

Forward your completed form, including all requested information to:

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

Delays in payment may be experienced if details are omitted from the application form, or required attachments not provided. All applicants will be notified in writing of approval or non-approval of their application.



Tasmania
Explore the possibilities

**STATE GOVERNMENT OF TASMANIA
DEPARTMENT OF EDUCATION
STUDENT ACCOMMODATION ALLOWANCE
APPLICATION FORM - 2009**

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

PERSONAL DETAILS

(Student's Family Name) (Student's Given Names) (Date of Birth)

Mr/Mrs/Ms/Miss
(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 Condition 8).

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

(Parent/Guardian's Family Name) (Given Names)

Mr/Mrs/Ms/Miss
(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

If you are applying as an Independent Student and are under 18 years of age, please complete the section below.

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:

GO TO NEXT PAGE

ENROLMENT DETAILS OR COURSE-RELATED ACTIVITY

Name of Institute where enrolled

Campus Address Postcode

Distance from Usual Home Address to campus Km.

Annual Student Contact Hours (see eligibility condition 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?	

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

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 eligibility conditions governing this Scheme;
- I am a full-time senior secondary student studying at least 600 contact hours in 2009 , a part-time student studying at least 300 contact hours in 2009 or a student who is applying for short stay accommodation linked to my course of study. [Please tick the appropriate box]

I authorise:


- the institute 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:

 1800 816 057

LODGEMENT OF APPLICATION

Forward your completed form, including all requested information to:

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