

Department of Education

Student Accommodation Allowance (SAA) 2017

<p>What is the Student Accommodation Allowance?</p>	<p>The Student Accommodation Allowance (SAA) provides financial assistance for students in years 11 and 12 who must live away from their usual Tasmanian home in order to study subjects that are not available at their local registered government or non-government school. 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.</p>
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HOW TO APPLY

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

ELIGIBILITY CONDITIONS FOR THE SCHEME

1. Students who are required to travel greater than 40 kilometres between their usual home in Tasmania and the closest school in Tasmania offering their chosen course of study and are therefore required to make alternative accommodation arrangements are eligible for the allowance. Special provisions apply for students from Bass Strait Islands. Please contact Finance and Budget Services on 1800 827 055 for further information.
2. Students are eligible for SAA if their local school does not offer a complete range of subjects that will allow a student to complete their full course of chosen study. Contact Finance and Budget Services on 1800 827 055 for further information.
3. 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.
4. Approved courses are TQA subjects and/or Vocational Education and Training (VET) subjects in an approved Tasmanian Senior Secondary School. Please contact Finance and Budget Services on 1800 827 055 for further information.
5. A satisfactory attendance record is required in all enrolled subjects otherwise the available benefit may be reduced or stopped.
6. The allowance is only payable to parents and students who are permanent Tasmanian residents but not to interstate or overseas students who are attending Tasmanian schools. The allowance may not be available for 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 for 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 the enrolment in the course and/or of the accommodation provider before a payment can be made.

ENTITLEMENTS

Eligible Full-time Students	Full-time students 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 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 the 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 twice per year on 7 April 2017 and 6 October 2017. **To ensure receipt of the first instalment scheduled for 7 April, an application must be received by the Department prior to 24 March 2017.** Applications received after 24 March 2017 will receive payment on 6 October 2017. Applications for SAA 2017 need to be received prior to 22 September 2017.

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 over 18 years of age or (if under 18) are students who are supporting themselves. 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 **Eligibility Condition number 8 on Page 1**).

Please ensure that bank details are correct and updated as required 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
7 April 2017	\$700
6 October 2017	\$700

LODGEMENT OF YOUR APPLICATION

Forward your completed form, including all requested information to:

Department of Education
Finance and Budget Services
GPO Box 169
Hobart Tasmania 7001

Or

Via Email to: fau@education.tas.gov.au

A delay in payment may be experienced if details are omitted from the application form, or required attachments are not provided. All applicants will be notified in writing of approval or non-approval of their application. The Department of Education reserves the right to amend or cease allowances at any time.



STATE GOVERNMENT OF TASMANIA

DEPARTMENT OF EDUCATION

STUDENT ACCOMMODATION ALLOWANCE

APPLICATION FORM - 2017

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

APPLICANT DETAILS (PARENT/GUARDIAN)

	(Family Name)	(Given Names)
Mr/Mrs/Ms/Miss <i>(please circle)</i>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Home Address	<input style="width: 98%;" type="text"/>	
	<input style="width: 98%;" type="text"/>	
Postcode	Home Phone	Mobile
<input style="width: 15%;" type="text"/>	<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>
E-mail Address	<input style="width: 98%;" type="text"/>	

STUDENT DETAILS

(Student's Family Name)	(Student's Given Names)	(Date of Birth)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Male / Female *(please circle)*

The address the student will be living at while studying

ENROLMENT DETAILS OR COURSE RELATED ACTIVITY

Name of School Attending	<input style="width: 95%;" type="text"/>	Grade in 2017	<input style="width: 15%;" type="text"/>
School Address	<input style="width: 95%;" type="text"/>	Postcode	<input style="width: 15%;" type="text"/>
Distance from usual home address to the school the student is attending		<input style="width: 15%;" type="text"/>	km
Is the Student <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <i>(please tick)</i>			
Has this student previously received the SAA Allowance? Yes / No <i>(please circle)</i> If Yes during which Year(s) <input style="width: 15%;" type="text"/>			

APPLY FOR SHORT STAY ACCOMMODATION ASSISTANCE

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

How many overnight stays are required?	<input style="width: 95%;" type="text"/>
What are the specific dates of the 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.)	<input style="width: 95%;" type="text"/>
Who is the accommodation provider?	<input style="width: 95%;" type="text"/>
What is the accommodation provider's address? (Please include street address, suburb and post code details.)	<input style="width: 95%;" type="text"/>
What is the accommodation provider's phone number?	<input style="width: 95%;" type="text"/>

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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.

Centrelink Stamp and Initial:

APPLICANT'S 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 BSB number (6 digits) and an account number (maximum of 9 digits). **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 fourteen days prior to the payment date.

DECLARATION BY APPLICANT

I **declare that**

- I am the parent/guardian 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 authorise:

- the institute attended to periodically release information to verify student 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 overpayment 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 Finance and Budget Services.

Parent/Guardian Signature **Date** / /

If you require further assistance, please contact Finance and Budget Services

☎ 1800 827 055

LODGEMENT OF APPLICATION

Forward your completed form, including all requested information to:

Department of Education, Finance and Budget Services, GPO Box 169, Hobart 7001

or via email to fau@education.tas.gov.au