

**What is the Student Assistance Scheme?**

The Student Assistance Scheme provides assistance for low income families towards the cost of levies. STAS is provided through school and college resourcing rather than payment direct to families. Catholic sector schools directly assess eligibility for assistance to families and queries for assistance need to be directed to the relevant school.

**How to apply step by step**

**Step 1**

**Read the information on Page 2.**

**Step 2**

**Confirm what you need to provide. (See page 2)**

**Step 3**

**Complete your and your partner's (if you have one) personal details. (See page 3)**

**Step 4**

**Complete all your dependent children's details. (Including those not yet at school - See page 3)**

**Step 5**

**Attach proof of income for you and your partner. (See page 2 for acceptable proof of income)**

**Step 6**

**Read and sign the Declaration and Authorisation section on the back of the application form. (See page 4)**

**Step 7**

**Lodge the completed form and required information at your school or scan and email to [stas@education.tas.gov.au](mailto:stas@education.tas.gov.au)**

**Symbol**



A staple like this means you need to **attach** documentation.

**If I am an independent student how do I apply?**

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.

**NEED ASSISTANCE? Call 1800 827 055**

**Email: [stas@education.tas.gov.au](mailto:stas@education.tas.gov.au) Web: [www.education.tas.gov.au](http://www.education.tas.gov.au)**

## How do I know if I am eligible to apply?

Parents/guardians of students, or independent students, attending kindergarten to grade 12 in a Tasmanian State school or a registered non-government school. Students who have previously completed year 12 should check with their school.

Catholic sector schools directly assess eligibility for assistance to families and queries for assistance need to be directed to the relevant school.

To be eligible you and your partner's total gross taxable income must be no more than the figures shown in the income test table below.

You must have a minimum 50% care of a child for them to be considered your dependent. Grandparents raising children are also eligible to apply for and receive STAS.

## INCOME TEST FOR THE SCHEME - TAXABLE INCOME TABLE 2016-17

Number of Dependent Children	1	2	3	4	5	6	7	8*
Income Per Week #	\$679	\$781	\$890	\$1,006	\$1,129	\$1,266	\$1,402	\$1,544
Annual Parental Income #	\$35,308	\$40,612	\$46,280	\$52,312	\$58,708	\$65,832	\$72,904	\$80,288

\*For more than 8 children add \$143 per week or \$7,436 per annum for each additional child.

# Gross Taxable Income

## How can I prove our income and what will I need to provide?

**You and your partner (if you have one) must be able to provide proof of your taxable income for the 2016 - 2017 financial year. Evidence of all income, including both Centrelink payments and any wages earned needs to be supplied.**

Proof of all 2016-17 taxable income can be provided in the following ways:

**Centrelink Benefits** other than the Family Tax Benefit;

- Your and your partner's Centrelink Customer Reference Number (CRN)
- A copy of your Pension Card; or
- A copy of your Health Care Card

**Earned Income** – attach a copy of your and your partner's;

- 2017 Notice of Assessment from the Australian Taxation Office or
- Three recent, consecutive payslips

**Department of Veterans' Affairs** – (DVA) attach a copy of your and your partner's;

- DVA Income Statement; or
- DVA Pension Card

**Grandparents raising grandchildren** – must provide evidence of your formal relationship with the student(s) by providing:

- Your Centrelink Customer Reference Number (CRN)
- A copy of your Pension Card (with the student/s listed) or
- A copy of your Health Care Card (with the student/s listed) or
- A Statutory Declaration – available from a school or an Australia Post Office.

## How will my application be assessed?

Your application will be assessed on the basis of either Centrelink payments (if that is your prime source of income) or your and your partner's (if you have one) total taxable income for the financial year ending 30 June 2017.

Your information is subject to verification with Australian Government Department of Human Services (Centrelink).

If your or your partner's circumstances have changed since last financial year, your application will be assessed based on current circumstances.

## What terms and conditions need to be met for my application to be assessed?

- You (and your partner) have provided the information requested
- You (and your partner) meet the Income Test for the Scheme
- You (and your partner) have read and signed the Declaration and Authorisation on Page 4
- Applications need to be received prior to 6 September 2018.

## How will I know if my application is successful or not?

- You will receive written advice of the outcome of your application.



## Income Details

**You must supply details of all income for you and your partner (if you have one)**

### Centrelink

Do you or your partner (if you have one) receive a Centrelink benefit?

If yes, we require a **COPY** of

- A Pension Card; or
- A Health Care Card



**Please attach**

### Your Earnings

Are you or your partner (if you have one) employed or have an earned income other than an Australian Government Pension or Benefit?

If yes, we require a **COPY** of a

- 2017 Tax Assessment Notice or
- A minimum of three recent, consecutive payslips relating to all employment



**Please attach**

### Department of Veterans' Affairs (DVA) Benefits

Do you or your partner (if you have one) receive a Department of Veterans Affairs (DVA) benefit?

If yes, we require a **COPY** of a

- DVA Pension Card; or
- DVA Income Statement



**Please attach**

### Grandparents Raising Grandchildren

You must provide evidence of your formal relationship with the student(s) by providing:

Your Centrelink Customer Reference Number (CRN) and

- A copy of your Pension Card (with the student/s listed) or
- A copy of your Health Care Card (with the student/s listed) or
- A Statutory Declaration – available from the student's school or an Australia Post Office.



**Please attach**

### Declaration and Authorisation

**MUST BE COMPLETED**

#### I declare that:

All the information contained herein is correct

- I am the parent/guardian of the students for whom assistance is claimed; or
- I am an Independent student for whom assistance is claimed

#### I authorise:

- The Department of Education Tasmania to confirm details about my Centrelink entitlement. This includes whether or not details I have provided the Department of Education Tasmania match Centrelink or DVA records and whether or not I am receiving a Centrelink or DVA benefit.
- Centrelink to disclose, from Centrelink/DVA records: Centrelink or DVA reference number/name, percentage of maximum rate, address and date of birth confirmation, number of dependents, concession card, independent status, payment type, income and payment details and payment status.

#### I understand that:

- Unless I revoke my consent, this Customer Consent Record is a permanent consent and may be relied on by the Department of Education Tasmania until such time as I revoke it.
- I may revoke this Customer Consent Record at any time by giving the Department of Education Tasmania written notice that my consent is revoked. I understand that if I revoke this consent I may not be eligible for the concession provided by the Department of Education. This consent, once signed, remains valid while I am a customer of Department of Education Tasmania unless I withdraw it by contacting the Department of Education or Australian Government Department of Human Services (DHS).
- I can get proof of my circumstance/details from DHS and provide it to Department of Education Tasmania so my eligibility for the concession provided by the Department of Education can be determined.

#### I acknowledge that:

- I have read and understood this Customer Consent Record.

Please note: Personal information will be collected from you to assess eligibility for assistance under the Student Assistance Scheme (STAS). The collection of this information is authorised under the *Education Act 1994*. Failure to provide this information will result in the Department being unable to process your application. Your personal information will be used for the primary purpose for which it is collected. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the Department of Education Tasmania.

The Department of Education reserves the right to withdraw or amend the scheme at any time.

#### Applicant Sign Here

Signature:

Date:

#### Partner Sign Here

Signature:

Date:

### Returning Your Form

- **CHECK THAT YOU HAVE ANSWERED ALL THE QUESTIONS YOU NEED TO ANSWER AND THAT YOU (AND YOUR PARTNER) HAVE SIGNED AND DATED THIS FORM**
- **Make sure that you attach copies of documents that we have asked for**
- **Lodge the completed form at a school attended by one of your children, mail to G.P.O Box 169, Hobart, 7001 or email the completed form (and attachments) to [stas@education.tas.gov.au](mailto:stas@education.tas.gov.au)**