

## Form 3: Conveyance Allowance application - Public transport travel only

| 2023   | Term 1-4 PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED |   |   |  |   |  |  |   |  |   |  |  |  |
|--|---|---|---|--|---|--|--|---|--|---|--|--|--|
| If there are more than three students claiming from this home residence, please complete another Form 3 and attach together.  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. |   |   |   |  |   |  |  |   |  |   |  |  |  |
| Please complete Form 5 for Multi-mode conveyance allowance: when a student uses more than one mode of transport (e.g. private car and public transport) for a journey between home and school. The distance travelled must be 4.8km or more for each leg of the journey.   |   |   |   |  |   |  |  |   | d public   |   |  |  |  |
| APPLICANT DETAILS  |   |   |   |  |   |  |  |   |  |   |  |  |  |
| RESIDENTIAL STREET ADDRESS   |   |   |   |  |   |  |  |   |  |   |  |  |  |
|  | Street #  |   | Address   |  |   |  |  |   |  |   |  |  |  |
| burb   | )   |   |   |  |   |  |  | Postcoo   | de   |   |  |  |  |
| Exact distance (in km) from home to school by the shortest practicable route km  |   |   |   |  |   |  |  |   |  |   |  |  |  |
| PARENT/GUARDIAN DETAILS  |   |   |   |  |   |  |  |   |  |   |  |  |  |
| ne   | Surname Telephone   |   |   |  |   |  |  |   |  |   |  |  |  |
| ne   |   |   | Surnam  | ne   |   |  |  | Te  | lephone  | one   |  |  |  |
|  |   |   |   |  |   |  |  |   |  |   |  |  |  |
| TRAVELLER DETAILS  |   |   |   |  |   |  |  |   |  |   |  |  |  |
| one  |   |   |   |  |   |  |  |   |  |   |  |  |  |
| ne   | Surname Date of birth Travel start date                   |   |   |  |   |  |  |   |  |   |  |  |  |
|  | Year level  |   |   |  |   |  |  |   |  |   |  |  |  |
|  | FTE (student must attend 3 days i.e. FTE 0.6 or more):    |   |   |  |   |  |  |   |  |   |  |  |  |
| claiming (   | please use <b>X</b>                                       | to highlight  | )   |  |   |  |  |   |  |   |  |  |  |
| school   | To/From School and off campus                             |   |   |  |   |  |  |   |  |   |  |  |  |
| Student two  |   |   |   |  |   |  |  |   |  |   |  |  |  |
| ne   | Surname Date of birth Travel start date                   |   |   |  |   |  |  |   |  |   |  |  |  |
|  | Year level  |   |   |  |   |  |  |   |  |   |  |  |  |
|  | FTE (student must attend 3 days i.e. FTE 0.6 or more):    |   |   |  |   |  |  |   |  |   |  |  |  |
| claiming (   | please use <b>X</b>                                       | to highlight  | )   |  |   |  |  |   |  |   |  |  |  |
| school   | ı   |   |   |  |   | To/From School and off campus  |  |   |  |   |  |  |  |
| three  |   |   |   |  |   |  |  |   |  |   |  |  |  |
| ne   |   | S   | Surname Date of birth Travel start date   |  |   |  | t date   |   |  |   |  |  |  |
|  | Year level  |   |   |  |   |  |  |   |  |   |  |  |  |
|  | FTE (student must attend 3 days i.e. FTE 0.6 or more):    |   |   |  |   |  |  |   |  |   |  |  |  |
| claiming (   | please use X  | to highlight  | )   |  |   |  |  |   |  |   |  |  |  |
|  |   |   |   |  | Т   | o/From   | School and off   |   |  |   |  |  |  |
|  | burb tance (in the elaiming ( school three                | street # burb  Street # burb  claiming (please use X school three | re more than three students claimed eligible student may be granted attached to this form e.g. Victorismplete Form 5 for Multi-mode control for a journey between home and stance (in km) from home to school the eligible school | re more than three students claiming from eligible student may be granted an alloward attached to this form e.g. Victorian Student mplete Form 5 for Multi-mode conveyance of for a journey between home and school. The street # Address burb trance (in km) from home to school by the stance (in km) from home to school by the stance of the street # Surname    Surnam | re more than three students claiming from this home re eligible student may be granted an allowance based on a attached to this form e.g. Victorian Student Pass, Transi mplete Form 5 for Multi-mode conveyance allowance: with the distance of the distance | re more than three students claiming from this home residence, eligible student may be granted an allowance based on the least attached to this form e.g. Victorian Student Pass, Transit Student may be granted an allowance allowance: when a st of the proof of the pr | re more than three students claiming from this home residence, please eligible student may be granted an allowance based on the least expense attached to this form e.g. Victorian Student Pass, Transit Student Pass.  Implete Form 5 for Multi-mode conveyance allowance: when a student up of or a journey between home and school. The distance travelled must be resident to the structure of the stance of the sta | re more than three students claiming from this home residence, please complete another it eligible student may be granted an allowance based on the least expensive public transport attached to this form e.g. Victorian Student Pass, Transit Student Pass.  Implete Form 5 for Multi-mode conveyance allowance: when a student uses more than one of the promotion of the promotion of the distance travelled must be 4.8km or more for APPLICANT DETAILS  RESIDENTIAL STREET ADDRESS  Street # Address State  Bare Surname  TRAVELLER DETAILS  TO From School and off campus  To From School and off campus  Transit Student must be 4.8km or more than one of the promotion | re more than three students claiming from this home residence, please complete another Form 3 eligible student may be granted an allowance based on the least expensive public transport fares of a etitached to this form e.g. Victorian Student Pass.  Implete Form 5 for Multi-mode conveyance allowance: when a student uses more than one mode of for a journey between home and school. The distance travelled must be 4.8km or more for each lead to this form e.g. Victorian Student Pass.  Implete Form 5 for Multi-mode conveyance allowance: when a student uses more than one mode of the provided form a journey between home and school. The distance travelled must be 4.8km or more for each lead to provide the season of t | re more than three students claiming from this home residence, please complete another Form 3 and attace eligible student may be granted an allowance based on the least expensive public transport fares only. A cog at attached to this form e.g. Victorian Student Pass, Transit Student Pass.  Implete Form 5 for Multi-mode conveyance allowance: when a student uses more than one mode of transport for a journey between home and school. The distance travelled must be 4.8km or more for each leg of the journey between home and school. The distance travelled must be 4.8km or more for each leg of the journey between home and school. The distance travelled must be 4.8km or more for each leg of the journey between home and school by the shortest practicable route    Parent/GUARDIAN DETAILS | re more than three students claiming from this home residence, please complete another Form 3 and attach together, eligible student may be granted an allowance based on the least expensive public transport fares only. A copy of your tic attached to this form e.g. Victorian Student Pass, Transit Student Pass.  mplete Form 5 for Multi-mode conveyance allowance: when a student uses more than one mode of transport (e.g. privary) for a journey between home and school. The distance travelled must be 4.8km or more for each leg of the journey.  APPLICANT DETAILS  RESIDENTIAL STREET ADDRESS  Street # Address  Street # Postcode  Lance (in km) from home to school by the shortest practicable route km  PARENT/GUARDIAN DETAILS  Telephone  TRAVELLER DETAILS  TRAVELLER DETAILS  TRAVELLER DETAILS  TRAVELLER DETAILS  Travel start  Year level  FIE (student must attend 3 days i.e. FIE 0.6 or more):  daiming (please use X to highlight)  School | re more than three students claiming from this home residence, please complete another Form 3 and attach together. eligible student may be granted an allowance based on the least expensive public transport fares only. A copy of your ticket/lare, attached to this form e.g. Victorian Student Pass.  mplete Form 5 for Multi-mode conveyance allowance: when a student uses more than one mode of transport (e.g., private car and for a journey between home and school. The distance travelled must be 4.8km or more for each leg of the journey.  APPLICANT DETAILS  RESIDENTIAL STREET ADDRESS  Street # Address  But Postcode  km  PARENT/GUARDIAN DETAILS  Telephone  Telephone  TRAVELLER DETAILS  Telephone  Travel start date  Year level  FTE (student must attend 3 days i.e. FTE 0.6 or more):  three  Surname  Date of birth  Travel start date  Year level  FTE (student must attend 3 days i.e. FTE 0.6 or more):  three  Surname  Date of birth  Travel start date  Year level  FTE (student must attend 3 days i.e. FTE 0.6 or more):  Adming (please use X to highlight)  To/From School and off  Campus  FTE (student must attend 3 days i.e. FTE 0.6 or more):  Travel start date  Year level  FTE (student must attend 3 days i.e. FTE 0.6 or more):  Travel start date  FTE (student must attend 3 days i.e. FTE 0.6 or more):  Travel start date  FTE (student must attend 3 days i.e. FTE 0.6 or more):  Travel start date  FTE (student must attend 3 days i.e. FTE 0.6 or more):  There  Travel start date  Travel start date  Travel start date  Travel start date |  |

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## 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 is based on the one-way distance to make the journey to and from school. For further information regarding the Conveyance Allowance Program see: https://www2.education.vic.gov.au/pal/conveyance-allowance/policy?Redirect=1

## \*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.

Refer to Form 5.

| Ticket Frequency (circle):  | Daily           | Weekly         | Fortnightly           | Monthly          | Term          | Half Yearly        | Yearly       |
|---|-----------------|----------------|-----------------------|------------------|---------------|--------------------|--------------|
| Ticket Amount:  |                 |                | ·                     |                  |               | •                  |              |
| Service Operator (if known)   |                 |                |                       |                  |               |                    |              |
| Service Route (if known):   |                 |                |                       |                  |               |                    |              |
| spaces at nearest school/s, Spe<br>nearer schools. The letter(s) sh<br>allowance. |                 |                |                       |                  |               |                    |              |
| Student one   |                 |                |                       |                  |               |                    |              |
| Student two   |                 |                |                       |                  |               | ·                  |              |
| Student three   |                 |                |                       |                  |               | •                  |              |
| Note: Students not attending th   | oir noarost sch | ool/campus may | qualify for a convey: | nce allowance in | some circumst | ances only Sibling | rights do no |

**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: https://www2.education.vic.gov.au/pal/conveyance-allowance/guidance or by contacting your school.

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| OFFICE USE ONLY                                    |  |
|--|--|
| School SCAS Coordinator Name (please print):       |  |
| School Signature – Principal / Delegate signature: |  |
| Date   |  |
|  |  |

| 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? |  |  |

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## **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.

Parent/guardian name (please print)

- 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 signature  |
|--|
| Date   |
|  |
|  |
|  |
| BANK DETAILS FOR CONVEYACNE ALLOWANCE TO BE PAID INTO                          |
| All Conveyance Allowance payments are made by Electronic Funds Transfer (EFT). |
| Please provide bank details below:   |

Bank Name: \_\_\_\_\_ Account Name: \_\_\_\_\_

BSB:\_\_\_\_\_\_ Account Number:\_\_\_\_

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