Form 1: Conveyance Allowance Application - Private Car travel

Year		Term		PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED

APPLICANT DETAILS

RESIDENTIAL STREET ADDRESS

Unit #		Street #		Address	
Town/Suburb		State		Postcode	
Exact distance (in km) by the shortest practicable route	From home to school	km	From home to bus stop	km	

PARENT/GUARDIAN DETAILS

First Name		Surname		Telephone	
First Name		Surname		Telephone	
Email					

TRAVELLER DETAILS

Student one

First Name		Surname		Date of birth		Travel start date	
School enrolled				Year level			
VSN				FTE (must be 3 days or more attendance):			

Student claiming (please use **X** to highlight)

To/from school	☐	Off campus only	☐	To/From School and off campus	☐
Single mode (One mode of transport only)	☐	Multi mode* Must be 4.8km or more to Bus Stop	☐		

Student two

First Name		Surname		Date of birth		Travel start date	
School enrolled				Year level			
VSN				FTE (must be 3 days or more attendance):			

Student claiming (please use **X** to highlight)

To/from school	☐	Off campus only	☐	To/From School and off campus	☐
Single mode (One mode of transport only)	☐	Multi mode* Must be 4.8km or more to Bus Stop	☐		

Student three

First Name		Surname		Date of birth		Travel start date	
School enrolled				Year level			
VSN				FTE (must be 3 days or more attendance):			

Student claiming (please use **X** to highlight)

To/from school	☐	Off campus only	☐	To/From School and off campus	☐
Single mode (One mode of transport only)	☐	Multi mode* Must be 4.8km or more to Bus Stop	☐		

Note: Where there is more than one student in a vehicle, there are two rates claimable: 'furthermost' and 'additional' rate. Only one student can claim the 'furthermost' rate. Any other students are identified as 'additional' students.

If there are more than three students claiming from this home residence, please complete another Form 1 and attach together.

**Multi mode provision* does not apply if the journey could have been undertaken using a single mode transport or one leg of the journey is less than 4.8km. If multi mode includes public transport, complete Form 3 to accompany this private car application. The least expensive public transport fare is payable only. Please provide school with a copy of your ticket/fare purchase to attach to Form 3 e.g. Victorian Student Pass, Transit Student Pass.

OFFICE USE ONLY					
Date Form Submitted		Form Signed - Yes/No – if no, return to Parent/Guardian for signature			
Parent/Guardian signed?		Date entered/assessed on SCAS		Eligible on SCAS - Y/N?	
Have any of these students been granted eligibility on the basis of an exemption? If yes, specify exemption from policy e.g. lack of available spaces at nearest school/s, Special Case Panel Approval. Attach proof for this application e.g. Letter(s) confirming refused entry from all nearer schools is required to be submitted with the application. The letter(s) should be dated prior to the commencement date of the student at the school applying for the conveyance allowance.					
Student one					
Student two					
Student three					
***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: www.education.vic.gov.au/travellingtoschool or by contacting your school.					

OFFICE USE ONLY

School SCAS Coordinator Name (please print): _____

School Signature – Principal / Delegate signature: _____

Date _____

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. No private car allowance is payable if the journey to and from school could be made using a public transport service or contract school bus. For further information regarding the Conveyance Allowance Program see: www.education.vic.gov.au/travellingtoschool

***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.

A conveyance allowance may be granted at the appropriate rate for private transport or public transport where the distance travelled is 4.8km or more for each leg of the journey. This provision does not apply if the journey could have been undertaken using a single mode transport or one leg of the journey is less than 4.8km.

Where two modes of private transport are used (private car and private bus), the amount payable is based on the distance from the student's residence to the school/campus at the private bus rate.

Rates are calculated using the shortest practicable route (measured in kilometres) from the student's residence to the school/campus attended.

Multimode is not applicable under the 'next nearest' school allowance or to attend a more distant school.

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.
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 privately procured transport services to and from school only (*if you agree to give consent, please complete/sign consent below*).

Parent/guardian name (please print) _____

Parent/guardian signature _____

Date _____

PARENT/GUARDIAN CONSENT FOR SCHOOL TO WITHHOLD CONVEYANCE ALLOWANCE:

I consent that:

1. The conveyance allowance payable to the student/s named on this application form will be withheld by the school as a contribution towards privately procured transport services to and from school only.
2. I understand there may be additional costs incurred which the school may request that I cover.
3. I understand the conveyance allowance cannot be withheld or contribute towards procured bus services for school excursions.
4. I will notify the principal/delegate in writing if I wish to withdraw my consent to withhold my child's conveyance payments.
5. I understand withdrawal of my consent may not be effective until the next term claim period.

Parent/guardian name (please print) _____

Parent/guardian signature _____

Date _____