

Secondary Assistance Scheme (SAS)

Application form help card

School staff can only submit applications once Term 1 begins. The Student Allowances team will not accept early applications.

For detailed eligibility, refer to the Student allowances guidelines.

Validate the form

- The application form is for the current school year.
- The application form is complete. It includes:
 - an address
 - contact information
 - the student's date of birth and year level
 - all concession card details.
- The application form is signed by the applicant who is also the concession card holder.
- The applicant has initialled any corrections made on the application form.
- The form was submitted by the due date (the last day of Term 1).
- The writing is legible, especially the bank details.
- The student is enrolled and has attended your school.
- The applicant is not eligible to apply again if:
 - they applied for the same student at a different school in the same year
 - another parent or guardian claimed the allowance for the student in the same year.

Validate the concession card

- The concession card is either a:
 - Centrelink Pensioner Concession Card
 - Centrelink Health Care Card
 - Veteran's Pensioner Concession Card (blue card only).
- The applicant's name at the top of the card matches the applicant's name on the application form. Refer to Figure 1.



Figure 1 example Australian Government health care card

- The customer reference number (CRN) on the concession card matches what is written on the form.
- The student is listed on the applicant's card.
 - Students in Years 11 or 12 or with a disability or health condition may have their own concession card. The applicant can provide both their concession card and the student's concession card to prove eligibility. You must sight both concession cards.
- The concession card was valid at the time the form was submitted. You must check both the start and expiry date.
- The concession card is valid for a period of no less than 4 weeks.
- The concession card is valid in Term 1.
- The applicant's signature on the form matches the concession card.

Validate independent students

- Centrelink has declared the student independent.
- The student provided evidence of independence with a letter or income statement from Centrelink and attached this to the application.