

# FORM 4: CONVEYANCE ALLOWANCE APPLICATION - STUDENTS ATTENDING A SPECIALIST SCHOOL OR RECOGNISED SPECIAL SETTING

YEAR	TERM	<b>PLEASE ENSURE ALL PAGES ARE COMPLETED AND SIGNED</b>			
<b>APPLICANT DETAILS</b>					
<b>RESIDENTIAL STREET ADDRESS</b>					
UNIT #	STREET #	ADDRESS			
TOWN / SUBURB		STATE	POSTCODE		
EXACT DISTANCE (IN KM) BY THE SHORTEST PRACTICABLE ROUTE		FROM HOME TO SCHOOL		FROM HOME TO BUS STOP	
<b>PARENT / GUARDIAN DETAILS</b>					
FIRST NAME	SURNAME		TELEPHONE		
FIRST NAME	SURNAME		TELEPHONE		
EMAIL					
<b>TRAVELLER DETAILS</b>					
<b>STUDENT ONE</b>					
FIRST NAME	SURNAME		DATE OF BIRTH	TRAVEL START DATE	
SCHOOL ENROLLED	<b>BALLARAT SPECIALIST SCHOOL</b>		YEAR LEVEL		
VSN			FTE (MUST BE 3 DAYS OR MORE ATTENDANCE):		
STUDENT CLAIMING (PLEASE USE X TO HIGHLIGHT)					
To / FROM SCHOOL	<input type="checkbox"/>	OFF CAMPUS ONLY	<input type="checkbox"/>	To / FROM SCHOOL AND OFF CAMPUS	<input type="checkbox"/>
SINGLE MODE (ONE MODE OF TRANSPORT ONLY) - MUST BE 4.8 KM OR MORE**	<input type="checkbox"/>	MULTIMODE* MUST BE 4.8 KM OR MORE TO BUS STOP	<input type="checkbox"/>		
<b>STUDENT TWO</b>					
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	<input type="checkbox"/>	OFF CAMPUS ONLY	<input type="checkbox"/>	To / FROM SCHOOL AND OFF CAMPUS	<input type="checkbox"/>
SINGLE MODE (ONE MODE OF TRANSPORT ONLY) - MUST BE 4.8 KM OR MORE**	<input type="checkbox"/>	MULTIMODE* MUST BE 4.8 KM OR MORE TO BUS STOP	<input type="checkbox"/>		
<b>STUDENT THREE</b>					
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	<input type="checkbox"/>	OFF CAMPUS ONLY	<input type="checkbox"/>	To / FROM SCHOOL AND OFF CAMPUS	<input type="checkbox"/>
SINGLE MODE (ONE MODE OF TRANSPORT ONLY) - MUST BE 4.8 KM OR MORE**	<input type="checkbox"/>	MULTIMODE* MUST BE 4.8 KM OR MORE TO BUS STOP	<input type="checkbox"/>		
<p><b>Note:</b> Where there is more than one student in a vehicle, there are two rates claimable: 'furthest' and 'additional' rate. Only one student can claim the 'furthest' rate. Any other students are identified as 'additional' students.</p> <p><b>If there are more than three students claiming from this home residence, please complete another Form 4 and attach together.</b></p> <p>*Multimode 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 4.8 km. If Multimode includes public transport, a copy of your ticket / fare purchase, for example, Victorian Student Pass, Transit Student Pass should be attached to this private car application. The least expensive public transport fare is payable only.</p>					

OFFICE USE ONLY				
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?

TICKET FREQUENCY (CIRCLE):	DAILY	WEEKLY	FORTNIGHTLY	MONTHLY	TERM	HALF YEARLY	YEARLY
TICKET AMOUNT:							
SERVICE OPERATOR (IF KNOWN)							
SERVICE ROUTE (IF KNOWN):							
<p><b>**HAVE ANY OF THESE STUDENTS BEEN GRANTED ELIGIBILITY ON THE BASIS OF AN EXEMPTION? IF YES, SPECIFY EXEMPTION FROM POLICY E.G. SPECIAL CASE PANEL APPROVAL. ATTACH PROOF FOR THIS APPLICATION E.G. A LETTER CONFIRMING PANEL APPROVAL OR STUDENT TRANSPORT UNIT APPROVAL.</b></p>							
STUDENT ONE							
STUDENT TWO							
STUDENT THREE							
<p><b>NOTE: 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: <a href="http://WWW.EDUCATION.VIC.GOV.AU/TRAVELLINGTOSCHOOL">WWW.EDUCATION.VIC.GOV.AU/TRAVELLINGTOSCHOOL</a> OR BY CONTACTING YOUR SCHOOL.</b></p>							

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
- attends a specialist school or recognised special setting anywhere in Victoria

A student who meets the above requirements may be eligible if they:

- reside within the Designated Transport Area (DTA) for the Government Specialist School attended and is on the Program for Students with Disabilities (PSD), or
- attend their nearest appropriate non-government specialist school, or
- attend their nearest recognised special setting, and
- reside 4.8km or more by the shortest practicable route from the school/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.

Conveyance allowance cannot be paid if there is a bus service available and a family chooses not to access the bus service.

However, the student may be eligible for the conveyance allowance if a physical, behavioural or health reason prevents them from accessing the bus. The Student Transport Unit will require documentation supporting the conveyance allowance claim before it can be submitted to the Conveyance Allowance Unit for payment.

**\*\*Travel educated students travelling independently to and from school may claim the conveyance allowance to access public transport irrespective of the availability of Students with Disabilities Transport Program (SDTP)-provided service or if they are less than the minimum distance criteria of 4.8km (please contact your school). For example, students undergoing travel training/education, where public transport is used the allowance payable is based on the least expensive public transport fares.**

Students who are privately transported 4.8km or more to meet public or school transport services may be able to claim a private car conveyance allowance as well (Multimode mode).

For further information regarding the Conveyance Allowance Program see: [www.education.vic.gov.au/travellingtoschool](http://www.education.vic.gov.au/travellingtoschool)

### **\*Multimode conveyance allowances**

Multimode conveyance allowance applies when a student uses more than one mode of transport (for example, 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:**

Parents / Guardians can use Google Maps as a general guide to the shortest practicable route, please use Ballarat Specialist School's applicable campus address:

- Main Campus - 25 Gillies Street North, Lake Gardens, 3355
- FARM Campus - 800 Norman Street, Invermay Park, 3350

DET will ultimately determine the shortest practicable route between the student's residence and the school / campus attended using their own GPS software system.

<b>GOOGLE MAPS – GENERAL GUIDE ONLY</b>	
<b>HOME ADDRESS</b>	
<b>SCHOOL CAMPUS ADDRESS</b>	
<b>DISTANCE FROM STUDENT HOME ADDRESS TO BUS STOP LOCATION</b>	<b>0 KILOMETRES – 0 MINUTE DRIVE [PLEASE SEE GOOGLE MAP BELOW]</b>