

Private Car Travel Student Conveyance Allowance Application

Students Attending a Primary or Secondary School 2012

1. **Complete the form to the best of your knowledge excluding sections F and G**
 2. To be eligible for conveyance allowance:
 - Must be school age (between 5-18 years old)
 - Must attend an eligible school within the conveyance area
 - Must live 4.8km or more from the school by the shortest practical route
 - Must attend the closest same type school as designated by Victoria Registrations and Qualification Authority (VRQA)
 3. A private car or private bus conveyance allowance is not available if the journey could have been made using a Department-funded school bus or public transport service.
 4. Reimbursement is calculated on the basis of the one-way distance travelled.
 5. Distance is measured by the shortest practicable route between the student's place of residence and their school.
 6. The residential address should be based on the Rural Road Numbering System. Mailbox and PO Box addresses cannot be used. You can use Bing Maps as a reference: <http://www.bing.com/maps/>
 7. Each additional student travelling in a Private Car will attract the 'additional student' rate of \$219.70 pa.
- A copy of the conveyance allowance guidelines are available from the <http://www.education.vic.gov.au/management/schooloperations/studenttransport.htm>
- Student Claiming definitions:
- * To school allowance – only attends school; > Off campus only – travels to TAFE or Registered Training Organisation (RTO);
 - ^ To school and off campus – attends school and travels to TAFE or RTO

A SCHOOL FOR WHICH CONVEYANCE ALLOWANCE IS TO APPLY (one student per form)

School Name:		Campus:	
--------------	--	---------	--

B STUDENT DETAILS (Please print clearly)

Student ID:	<small>(if known)</small>	Student VSN:	<small>(if known)</small>
First Name:		Surname:	
Birthdate:		FTE <small>(time fraction)</small> :	<small>(if known)</small>
Enrolment Date:		Exit Date:	
Contact Number:		Year Level:	
Address :			
Suburb:		Postcode:	

C STUDENT ENROLMENT DETAILS (Please circle or print clearly)

International full fee paying?	Yes	No	<i>Full fee students are not eligible</i>
Is the child severely disabled?	Yes	No	<i>Defined as physically or intellectually disabled, blind or deaf</i>
Is the student on the PSD Program?	Yes	No	<i>Program for Students with Disabilities</i>
Student attending which Provider?	School		Special setting
Distance from home to campus:	(km's)		<i>Must be more than 4.8km by shortest practical route</i>
Is student attending nearest campus?	Yes	No	

D TRAVEL INFORMATION

Travel start date:		Travel end date:	
Student claiming:	To school allowance*	Off campus only>	To school and off campus^
Single or Multi-mode:	Single		Multi mode
Furthermost or additional:	Furthermost		Additional
<i>List all the other students travelling in this private car and their school. One student travelling the longest distance should be identified as the furthermost student all others as additional. Note: This student must be identified as the furthermost student on any other applications relating to this vehicle/family</i>			
Name:		School:	Furthermost Additional
Name:		School:	Furthermost Additional
Name:		School:	Furthermost Additional

E PARENT/GUARDIAN DETAILS (Please circle or print clearly)

First Name:		Surname:		
Contact Number:		Applicant Type:	Parent	Guardian
Address :				
Suburb :		Postcode:		

F SPECIAL FACTORS

(TO BE COMPLETED BY THE SCHOOL)

--

G SUBSEQUENT YEARS

Subsequent years – initial and date if no change to information (TO BE COMPLETED BY THE SCHOOL)

--	--	--	--	--	--

H ELIGIBILITY FOR ALLOWANCE DECLARATION

<ul style="list-style-type: none"> ➤ I declare that the information provided is true and correct ➤ The school attended is the nearest appropriate school or next nearest government school ➤ I will notify the school in writing within seven days of any changed circumstances 	
Parent/Guardian Signature:	Date:
Principal Signature:	Date:
Application for Conveyance Allowances are subject to audit	

I SCHEDULE OF RATES: (Note: these are the maximum rates claimable per annum)

Distance Km's	4.8–10	>10–15	>15–20	>20–25	>25–30	>30–35	>35
Private Car	\$439.20	\$549.50	\$658.70	\$769.10	\$878.30	\$986.50	\$1098.90