

Conveyance Allowance air travel information for school year 2017

PT310-I

Why is there a Conveyance Allowance Scheme?

The Conveyance Allowance Scheme helps to meet some of the cost families face to transport their child from home on a **Bass Strait Island** to school or college on mainland Tasmania or Australia.

What is Conveyance Allowance?

It is a payment for eligible families to help with part of the cost to transport their child from home to the school.

What are the eligibility criteria?

To be eligible, a child must meet each of the following:

- be school aged (turning between the ages of 5 and 18 in 2017)
- be enrolled for the full year, in full time education (Kindergarten is considered full time education) at a school recognised by the Department of Education, and
- live on a Bass Strait Island.

A child must also meet one of the following:

- is in grade 11 or 12, or
- needs to attend an educationally appropriate school on mainland Tasmania or Australia.

What is the amount of Conveyance Allowance?

The payment is equivalent to nine capped return flights and an allowance of \$55 for associated ground travel per return trip in a school year.

It is paid in two payments, the:

- first is made in June, and the
- second is made in December.

When to apply?

Applications must be received by **15 May 2017** to be assessed for the full school year.

Applications received after **15 May 2017** will only be assessed for terms 3 and 4.

No applications will be accepted after **15 November 2017** for the current school year.

A new application is required every school year.

How to apply?

To apply for Conveyance Allowance, the *Conveyance Allowance air travel application form for school year 2017* must be used (see below).

A new application is required each school year using the form that is issued for that school year. If an application is not made on the current version, a new application form will need to be completed.

How to complete the form?

The application must have attached a letter from the school (which the child is attending) stating the child's full name, date of birth, home address and confirmation of enrolment at that school.

	Evidence Required
If the child is enrolled between kindergarten and grade 10	Ring Passenger Transport on 6166 3350 for individual advice
If the child is in grade 11 or 12	A letter of enrolment from the school the child is attending

How to submit a Conveyance Allowance application?

Send the form and any supporting evidence via:

- **email:** passengertransport@stategrowth.tas.gov.au
- **mail:** Passenger Transport, GPO Box 1242, Hobart TAS 7001
- **in person:** at any Service Tasmania shop - for your nearest location visit www.service.tas.gov.au

How is an application assessed?

An application is assessed to ensure that each child listed in the application meets the eligibility criteria. This includes checking evidence provided with the application, along with other information that we have available to us, for example:

- the child's enrolment at school through the Department of Education and/or the school in which the child is enrolled
- information contained in the register of driver licensing and vehicle registration
- information available to the Department of State Growth, and
- records that are in the public domain (telephone books etc).

What cross-checks are made before making payment?

It takes time to assess a child's eligibility and to ensure the correct payment is made thoroughly and consistently.

To ensure the child continues to be eligible for Conveyance Allowance and the correct amount is paid, we may check:

- the child's attendance/enrolment at school, through the school and/or the Department of Education
- the child's home address matches the address on the application
- records in the public domain
- information that is available to the Department of State Growth, and
- information contained in the register of driver licensing and vehicle registration.

These checks may result in deductions to a payment or recovering overpayment from the family.

How do I notify when circumstances change?

A notification (for example a change of address, bank account details or school enrolment) must be made within 7 days.

To notify a change of circumstance, email passenger.transport@stategrowth.tas.gov.au

It is important to let us know when circumstances change as the child may no longer be eligible for Conveyance Allowance, or it may lead to an overpayment. If an overpayment is made, the overpayment will be recovered.

ENQUIRIES

Phone 03 6166 3350

Email passenger.transport@stategrowth.tas.gov.au

Conveyance Allowance air travel application form for school year 2017

PT310-I

CASA number:

RM number:

office use only

Which term(s) do you wish to apply for, please indicate with an X in the corresponding box:

Full year or Term one Term two Term three Term four

Do you wish to claim ground travel to and from the airport? Yes No

Applicant (parent or guardian's) information

Title: Family name: Given name(s):

Date of birth: Driver licence number: Contact phone number:

Residential address:

Suburb/town: Postcode:

Postal address (if not same as above):

Suburb/town: Postcode:

Email address:

Bank account details

Account holders name:

BSB number: Account number:

Student information

Student (one)

Family name: Given name:

Date of birth: Grade: School:

Department of Education enrolment number (if applicable):

Student (two)

Family name: Given name:

Date of birth: Grade: School:

Department of Education enrolment number (if applicable):

Student (three)

Family name: Given name:

Date of birth: Grade: School:

Department of Education enrolment number (if applicable):

Please read and sign the personal information protection statement and declaration on the back of this application.

Supporting information

Supporting documentation may need to be attached to this application so it can be assessed and processed. See the *Conveyance Allowance air travel information for school year 2017* for more information.

Personal information protection statement

You are providing information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act 2004*.

The personal information collected here will be used by the Department, and may be disclosed to other authorities including the Registrar of Motor Vehicles, Metro Tasmania, the Department of Education, the Department of Health and Human Services, the National Disability Insurance Agency and the Transport Commission, for the purpose of assessing initial and on-going eligibility for Conveyance Allowance including cross-checking eligibility against other schemes, school enrolment and attendance details, school bus travel information and residential address records.

Failure to provide this information may result in your application not being able to be processed or records not being properly maintained. The Department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law.

You have the right to ask the Department to give you access to the personal information you have provided. You may be charged a fee for this service.

Declaration

In submitting this application, I declare that I have read and understood the current *Conveyance Allowance air travel information for school year 2017*, including my obligation to advise the Department of State Growth if my situation changes, and that the information I have provided is true and correct. I also authorise the Department to conduct any checks it deems necessary to verify the authenticity of the information I have provided.

.....
Signature of applicant

.....
Date

Application checklist

- Have you filled in the applicant details?
- Are your bank account details correct?
- Have you filled in the student details?
- Have you attached enrolment confirmation?
- Have you attached a Department of Education report (if required)?

Office use only

Entered by:				
Date:				
Approved/not approved:				
Date:				
Exclude terms:	I	2	3	4
Category/days:	DK		WK	
Comments:				

Send your completed application with supporting documents via:

- **email:** passenger.transport@stategrowth.tas.gov.au
- **mail:** Passenger Transport, GPO Box 1242, Hobart TAS 7001
- **in person:** at any Service Tasmania shop

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