

Student Bus Pass for Free Travel - Application



Who IS ELIGIBLE FOR a *Student Bus Pass for free travel*?

Any student who is a "Child Student" or "Special Circumstances Student"***

AND

is listed as a dependent of a person holding a current Concession Card, or holds a concession card in their own right.

OR

- is under a Care and Protection Order;*** **OR**
- needs to transfer from one fare charging bus service to another to complete their travel between home and school. Students only need to pay one fare to get to school or to return home, and a pass can be issued to allow free transfer to a second and subsequent fare charging service.

** "Child Student" or "Special Circumstances Student" is a full time student who will be under the age of 19 years on 31 December in the current school year or is an adult student but has not completed 2 equivalent years of post grade 10 education/training due to Special Circumstances.**

** "concession card" means:

- A Pensioner Concession Card issued by Centrelink or Department of Veterans Affairs; or
- A Health Care Card.
The concession card holder needs to supply their Customer Reference Number (CRN) on the application. Applicants under 16 years of age holding a Health Care Card in their own name must also provide a photocopy of their card, as eligibility cannot be confirmed online. A student may have parents or guardians living at different addresses. If both parents or guardians qualify for their own concession cards, the student can be issued a pass for travel to and from both addresses, otherwise the free travel will be limited to travel to and from a single address.

** "Care and Protection Order"

- The initial application under this criteria must be supported by a letter on Departmental letterhead from the student's case manager verifying the student's status;

** "Special Circumstances"

- For further information on Special Circumstances criteria please contact your Principal, Student Coordinator or school support staff.

HOW LONG WILL THE PASS TAKE TO COME?

If you apply on the internet from 1 December, a response will be sent within 10 working days. Due to the number of passes processed around the beginning of the school year, applications received through the mail after 15 January and applications requiring supporting documentation, may take up to six weeks to process. *Metro* travellers will receive written notification when their Greencard is ready for use as a Student Bus Pass.

1. ELIGIBILITY

- (a) Is the student under a Care and Protection Order? If **Yes**, go to **Section 2** Yes No
- (b) Are you applying for a Transfer Pass? If **Yes**, go to **Section 2** Yes No
- (c) Are you applying under the Concession Card Scheme? Yes No
- If **Yes**, please read the statements below, then go to **Section 2**.

Please Note:

- If you are applying under the Concession Card Scheme, the details of the Applicant shown in Section 2 below must be for the person in whose name the Concession Card is issued.
- **If the student holds his or her own Concession Card, the student's details must be provided as the Applicant. If the student is under 16 years, applications must be signed by an adult, and a photocopy of the Concession Card must be provided with the application, as their concession details cannot be confirmed online with Centrelink.**

Applying under the Concession Card Scheme:

Please indicate card type and your Customer Reference Number (CRN):

Health Care Card Pensioner Concession Card Veterans' Affairs Pensioner Concession Card

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Customer Consent:

For the sole purpose of authorising the Department of Infrastructure, Energy & Resources to confirm with Centrelink whether or not the details I have provided to the Department of Infrastructure, Energy & Resources matches Centrelink records in relation to my current student status,

I, _____, authorise Centrelink to disclose, from Centrelink records:

- my Customer Reference Number (CRN) and name
- my Health Care Card (HCC) or Pensioner Concession Card (PCC) or Veteran Affairs Card (DVA) entitlement
- the number of my dependent children
- my residential postcode
- my date of birth

I agree that, unless I revoke my consent, this Customer Consent record is a permanent consent, and may be relied on by the Department of Energy, Infrastructure and Resources until such time as I revoke it.

I may revoke this Customer Consent record at any time by giving the Department of Infrastructure, Energy and Resources written notice that my consent is revoked. I understand that if I revoke this consent, I may not be eligible for a Student Bus Pass for Free Travel.

I acknowledge that I have read and understood this Customer Consent.

Name	Signature	Date
		/ / 20__

2. ABOUT THE APPLICANT (Parent, Guardian or Student)

- Applications for a Student Bus Pass must be completed and signed by the holder of the health care card. If the student is aged 16 or older and holds their own Health Care Card, the student may sign. The applicant details provided on this form must match the card holder information.
- Applications under the Care and Protection Order scheme must include written verification, on letterhead from the DHHS case worker

Title	Family Name	Given Name(s)
Residential Address	Suburb/Town	Postcode
Postal Address	Suburb/Town	Postcode
Contact Telephone Number	Date of Birth dd/mm/yyyy	Email Address:
	/ /	

3. ABOUT THE STUDENT

This application relates to the 20__ school year.

Note:

- If a student is required to board at another address during the school week, please attach a note to this form advising the full boarding address.

Student

Family Name	Given Name(s)	
Date of Birth (dd/mm/yyyy)	School/Campus	Grade

Travel Details – Give details for the journey from home to school only.

	From (suburb)	To (suburb)	Bus Operator's Name e.g. Redline, O'Driscolls
1 st Trip			
2 nd trip			
3 rd Trip			

4. PRIVACY STATEMENT

1. Personal information will be collected from you for the purpose of assessing your eligibility for assistance under the Student Bus Pass program, and will be used by DIER for assessing and managing the application in accordance with operational policy and guidelines governing the program.
2. Failure to provide this information may result in your application not being able to be processed.
3. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to contractors and agents of DIER, law enforcement agencies, courts and other organisations authorised to collect it.
4. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
5. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to DIER. You may be charged a fee for this service

5. DECLARATION

I declare that the information I have given is correct and I authorise officers of the Department of Infrastructure, Energy and Resources to conduct any necessary checks to verify the information I have supplied.

Signature of Applicant (person named in Section 1)	Date (dd/mm/yyyy)
	/ / 20__

Pass Number:

Entered By & Date:

Assessed By & Date: