**Guidelines**

Special circumstance student bus pass

application form

This application is for adult students turning

Adult students

19 or older who also meet the criteria below.

**What is a special circumstance student bus pass?**

A special circumstances student bus pass allows adult students who study full-time to travel for free, or at the discount student fare when they meet the eligibility criteria.

If the student travels on a non-Metro bus service, and pays a fare, they will still need to purchase a ticket from the driver.

**Who is eligible for a special circumstance student bus pass?**

A student must be:

* already 18 years of age or older before 1 January of the current school year
* enrolled in full-time study (600+ hours per year) at a Tasmanian educational institution as recognised by the

 Department of Education

* studying at a level that is no higher than is offered to any year 11 or 12 student at a senior secondary college
* has not had the opportunity to complete the equivalent of two years post-year 10 study due to circumstances beyond their control including:
* delayed entry at the start of their school life
* interrupted education progress due to:
* disability
* illness
* family circumstances
* frequent changes to school
* other circumstances
* time required to complete two equivalent years of post-year 10 training and education has been extended because of disability
* late completion compared to other children in their age group due to initial overseas or interstate enrolment
* humanitarian entrant status.

 Each application for a special circumstance student

 bus pass will be assessed on an individual basis and must

 meet at least one of the above criteria.

 ***No applications can be accepted after***

 ***1 September for the CURRENT school year.***

Department of State Growth

**Free travel eligibility**

A student may be eligible for free travel to and from school if they hold a current concession card.

Accepted concession cards:

* Centrelink Health Care Card (HCC)
* Centrelink Pensioner Concession Card (PCC)
* Department of Veterans Affairs (DVA) Pensioner Concession Card.

The card-holder must supply their customer reference number (CRN) or DVA file number on the application.

The CRN contains nine numbers and one letter which is located on your Health Care Card or Pensioner Concession Card. Your Medicare Card number is not a valid CRN.

The applicant’s name must match exactly with the name on the concession card.

**Who is not eligible for a special circumstance student bus pass?** A student who:

* is enrolled part-time (less than 600 hours for the school year)
* has already completed two years of post-year 10 study
* is enrolled in a short course (less than the school year)
* is enrolled in a course level higher than grade 11 or 12 equivalent.

**How to apply**

Application forms can be downloaded from www.transport.tas.gov.au/passenger/student\_travel

1. Students need to fill in sections 1-4, and attach a copy of any concession card used in section 2.
2. All application forms must be endorsed by the education provider, either the principal, assistant principal or student co-ordinator only, and an accompanying letter on official letterhead must be attached stating the following information about the student:

• name and date of birth

* + enrolment details
	+ the reason beyond the students control for not previously being able to attend two years of post-year 10 study.
1. Submit this paper application with attached letter and a copy of the concession card to the address in

step 7 (back page).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pass number:  |  |  | Entered by:  |  |
| ID number:  |  |  | Date: |  |

office use only Please ensure ALL relevant sections of this application form are completed.

If some sections are not provided, delays will occur and your application may be rejected.

1. STUDENT DETAILS

The details provided on this form must match the concession card information that is provided in section 4 unless the student is listed as a dependant on the card, then a copy of the card and the name and date of birth of the card holder needs to be provided with the application.

 Title:

 Given name(s):

 Family name:

Residential address:

 Postcode:

Suburb/Town:

Postal address (if not same as above):

Daytime phone number:

 Postcode:

Suburb/Town:

 Date of birth:

 Mobile:

Email address:

1. TRAVEL DETAILS

|  |
| --- |
| If the student travels on more than one bus service in the AM or the PM, please list. From (suburb) To (suburb) Bus operator’s name e.g. Redline, O’Driscoll, Metro |
| 1st am2nd am1st pm2nd pm |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |

1. ELIGIBILITY

|  |
| --- |
| The student has not had the opportunity to complete the equivalent of two years post-year 10 study due to circumstances beyond their control including: yes no a. delayed entry at the start of their school life1. interrupted education progress due to (please circle)

i. Disabilityii. Illnessiii. Family circumstances iv. Frequent changes to schoolv. Other circumstances (details must be provided) 1. time required to complete two equivalent years of post-year 10 training and education has been extended because of disability
2. late completion compared to other children in their age group due to initial overseas or interstate enrolment
3. humanitarian entrant status
 |

4. FREE TRAVEL ELIGIBILITY DETAILS (FREE TRAVEL STUDENTS ONLY)

Please provide a copy of the concession card with your application.

Concession card scheme details: Please indicate card type and your Customer Reference Number (CRN).

Health Care Card:

 Pensioner Concession Card:

Veterans’ Affairs Pension Card:

Enter CRN number below (the CRN is 9 numbers and 1 letter)

Enter DVA number below

If the card holder is not the student please provide details.

Date of birth:

Title:

Family name:

Given name(s):

|  |
| --- |
| Customer Consent:I ................................................................................................................................................................................................., authorise:* the Department of State Growth to use Centrelink Confirmation eServices to perform a Centrelink Confirmation eServices enquiry of my Centrelink or Department of Veterans’ Affairs Customer details and concession card status in order to enable the Department of State Growth to determine if I qualify for a concession, rebate or service.
* the Australian Government Department of Human Services to provide the results of that enquiry to the Department of State Growth.

I understand that:* the Australian Government Department of Human Services will use information I have provided to the Department of State Growth to confirm my eligibility for a student bus pass for free travel and will disclose to the Department of State Growth personal information including my name, address, payment and concession card type and status.
* this consent, once signed, remains valid while I am a customer of the Department of State Growth unless I withdraw it by contacting the Department of State Growth or the Department of Human Services.
* I can obtain proof of my circumstances /details from the Australian Government Department of Human Services and provide it to the Department of State Growth so that my eligibility for a student bus pass for free travel can be determined.
* If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for a student bus pass for free travel provided by the Department of State Growth.
 |
|  | Pass number:  Signature Date signed |
| Card holders name |

5. PERSONAL INFORMATION PROTECTION STATEMENT

|  |
| --- |
| DECLARATIONI declare that the information I have given is correct and I authorise officers of the Department of State Growth to conduct any necessary checks to verify the information I have supplied. |
| Signature Date dd/mm/yyyy |

You are providing personal 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 for the purpose of assessing eligibility for student concession travel program and for cross-checking eligibility for other travel assistance. 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 access your personal information by request to the Department and you may be charged a fee for this service.

. SUBMITTING YOUR PAPER APPLICATION

7

I confirm that the student is enrolled full time (600+ hours per year) and the course runs for the full school year.

yes

no

6

. SCHOOL DETAILS

To be completed by the principal or student co-ordinator

School name:

Year of Post Grade 10 Study (1 or 2)

The level of the course is equivalent to, or lower than grade 11 or 12.

I confirm that the student has not completed two equivalent years of post-year 10 education or training.

The student satisfies one or more of the eligibility criteria

DECLARATION

I have attached a letter detailing the special circumstances applying to this student.

I declare that the information I have attached to this application is correct, and I authorise officers of the Department of State

Growth to conduct any verification checks deemed necessary.

Principal/Assistant Principal/Student Coordinator name

Contact phone no

Email

Signature

Date dd/mm/yyyy

Paper applications can be submitted via any Service Tasmania shop OR via email at bus.passes@stategrowth.tas.gov.au

(PDF or JPG only) OR by mail:

Passenger Transport Branch

GPO Box 1242

ENQUIRIES

Phone 03 6166 3333 or 1300 135 513 (outside Hobart area)

email bus.passes@stategrowth.tas.gov.au

HOBART TAS 7001

Fax: 03 6233 5377

Applications can take up to four weeks to process.