

# Conveyance Allowance Air Travel Information for School Year 2021

Form ID: PT310-5 (01/21)

## What is Conveyance Allowance?

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

## Why is there Conveyance Allowance?

Conveyance Allowance offers eligible families financial assistance to contribute towards the cost to transport their child from home, on a Bass Strait Island, to school or college on mainland Tasmania or Australia.

## 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 2021)
- be enrolled for the full year, in full time education, at a school recognised by the Department of Education
- live on a Bass Strait Island and
- 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.

## When to apply?

Applications and supporting information must be submitted by **15 May 2021** to be assessed for the full school year.

Applications submitted after **15 May 2021** will only be assessed for terms 3 and 4.

No applications will be accepted after **15 November 2021** for the current school year.

## How to apply?

To apply for Conveyance Allowance, the *Conveyance Allowance Air Travel Application for School Year 2021* form must be used.

## How to complete the form?

If the child is:	Evidence required to be attached to application:
In year 11 or 12	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.
Enrolled between kindergarten and year 10	Ring Passenger Transport on 1300 135 513 for individual advice.

## How to submit a Conveyance Allowance application?

Send the application form and any supporting evidence by:

- email [passenger.transport@stategrowth.tas.gov.au](mailto:passenger.transport@stategrowth.tas.gov.au)
- mail Passenger Transport, GPO Box 1242, Hobart TAS 7001

## How is the amount of Conveyance Allowance determined?

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.

## When is a Conveyance Allowance payment made?

If you are eligible, it is paid in two payments, the:

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

## What cross-checks are made before making payment?

An application is initially assessed to determine if each child listed in the application meets the eligibility criteria.

Before a payment is made, to ensure each child continues to be eligible for Conveyance Allowance and the correct amount is paid, the following may be checked:

- the child's enrolment and attendance at school
- the child's home address listed on the application matches Department of Education records
- information that are in the public domain
- Department of Education Learning Services records
- 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 if my details change?

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

To notify Passenger Transport of a change to details, go to [www.transport.tas.gov.au/student](http://www.transport.tas.gov.au/student) and use the [Conveyance Allowance Change of Details](#) form. Submit the form by:

- email [passenger.transport@stategrowth.tas.gov.au](mailto:passenger.transport@stategrowth.tas.gov.au)
- mail Passenger Transport, GPO Box 1242, Hobart TAS 7001

It is important to let us know when details 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.

## What if I don't agree with a decision?

If you do not agree with a decision made regarding your application, you may lodge a written request to have that decision reviewed.

A review will only be undertaken when a decision has been made in regards to your application.

## ENQUIRIES

Email [passenger.transport@stategrowth.tas.gov.au](mailto:passenger.transport@stategrowth.tas.gov.au)

Phone 1300 135 513

# Conveyance Allowance Air Travel Application for School Year 2021

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Which term(s) do you wish to apply for? Mark the corresponding box(es):

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) Information

Title	Family name	Given name
Date of birth	Driver licence number	Phone number
Residential address		
Suburb		Postcode
Postal address (if not same as above)		
Suburb		Postcode
Email address*		

\* By providing your email address, you agree to the Department of State Growth contacting you primarily by email for the purpose of administering Conveyance Allowance.

## Student (Child) Information

### Student (one)

Family name	Given name	
Date of birth	Grade	School

### Student (two)

Family name	Given name	
Date of birth	Grade	School

### Student (three)

Family name	Given name	
Date of birth	Grade	School

## Bank Account Details

Account holder's name

BSB number

Account number

## Declaration

As part of this application you are providing consent to the Department of Education and the Department of State Growth to share all necessary information, to process your Conveyance Allowance application.

Information shared can include, but not be limited to, all of the following; all documents associated with your application, information about the students, including name, home address, enrolled school, type of enrolment and confirmation as to whether the student is attending the most educationally appropriate school and the reasons for this.

In submitting this application, you declare that:

- you have read and understood the current *Conveyance Allowance Car Travel Information for School Year 2021*
- you understand your obligation to advise the Department of State Growth if your situation changes and
- the information you have provided is true and correct.

You also authorise the Department of State Growth to conduct any checks it deems necessary to verify the authenticity of the information you have provided.

Signature of applicant

Date

## Supporting Documentation

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 2021* for more information.

## Send your completed application with supporting documents by:

- email [passenger.transport@stategrowth.tas.gov.au](mailto:passenger.transport@stategrowth.tas.gov.au)
- mail Passenger Transport, GPO Box 1242, Hobart TAS 7001

## 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 ongoing 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 affect the assessment of your application, 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.

## ENQUIRIES

Email [passenger.transport@stategrowth.tas.gov.au](mailto:passenger.transport@stategrowth.tas.gov.au)

Phone 1300 135 513