

Conveyance Allowance Air Travel Information for School Year 2019

PT310-3

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 their school.

Why is there a 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 2019),
- 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.

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.

It is paid in two payments, the:

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

When to apply?

Applications and supporting information must be received by **15 May 2019** to be assessed for the full school year.

Applications received after **15 May 2019** will only be assessed for terms 3 and 4.

No applications will be accepted after **15 November 2019** 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 for School Year 2019* must be used.

A new application is required each school year, using the form that is issued for that school year.

How to complete the form?

If the child is:	Evidence required to be attached to application:
In grade 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 grade 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
- **mail** Passenger Transport, GPO Box 1242, Hobart TAS 7001

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,
- that the child's home address listed on the application matches Department of Education records,
- records that are 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 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 and use the *Conveyance Allowance Change of Details* form. Submit the form by:

- **email** 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 conducted if a decision has been made in regards to your application. A review request will not be accepted in circumstances where we have asked you in writing for further information to support your application and you have not provided, or are unable to provide, the supporting information requested.

If lodging a request to review, it is strongly recommended that you submit further relevant information that supports your application. You will be advised in writing of the outcome.

ENQUIRIES

Email passenger.transport@stategrowth.tas.gov.au
Phone 1300 135 513

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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

Date of birth Driver licence number Contact phone number

Residential address

Suburb Postcode

Postal address (if not same as above)

Suburb Postcode

Email address

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)

Bank Account Details

Account holder's name

BSB number Account number

Please read and sign the personal information protection statement and declaration on the next page.

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 2019* 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 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 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 2019*, 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?
- Have you filled in the student details?
- Are your bank account details correct?
- Have you attached enrolment confirmation?
- Have you attached a Department of Education report (if required)?

Send your completed application with supporting documents by:

- **email** passenger.transport@stategrowth.tas.gov.au
- **mail** Passenger Transport, GPO Box 1242, Hobart TAS 7001

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