

Financial Assistance

Parents and Guardians who hold one of the following cards may be eligible.



Centrelink
Health Care Card



Centrelink
Pensioner Concession Card

Veterans' Affairs
Blue Pensioner Concession Card



What is Financial Assistance & How Much Is It?

Eligible parent's/guardians receive a \$235.00 Education Allowance per student which is deducted from their Contributions and Charges. A further \$115.00 Clothing Allowance reimbursement payment is also available by completing a Financial Assistance claim form.

Please Note: In accordance with the Department of Education Policy, the Secondary Assistance Scheme must be deducted from the Voluntary Contributions for Years 7-10 with the balance deducted from the Compulsory Charges. In Years 11-12 the amount is deducted from Compulsory Charges.

How and When to Claim

Claims MUST be lodged and processed at the start of each school year and before you make **ANY payment for Contributions and Charges to the School.**

- Print the Financial Assistance Claim Form.
- Follow the check list below ticking off that you have completed all aspects of the form.
- Complete and sign the form.
- Nominate how you want the \$115 Clothing Allowance to be allocated. The two choices are:

Ticking the School box – It is our recommendation you choose this method if your child’s combined contributions and charges are greater than the \$350.00 and we will deduct the \$115.00 from the balance of Compulsory Charges and other approved/optional contributions. **Note:** If this section is left blank we will tick the school option.

OR

Ticking the Parent/Guardian box and enter your bank account details – for the \$115.00 to be paid to your nominated bank account. It can take up to 10 weeks for the payment to be made meanwhile you will be expected to pay the compulsory charges to the school.

- Present in person to the Finance Office with your valid concession card and completed form to lodge your claim. Alternatively, if it is difficult for you to attend personally, your student may bring the claim form and concession card to the Finance Office. We will take a photocopy of the front and back of your signed concession card. If you need to further assistance please email janine.jenkins@education.wa.edu.au
- **Applications should be submitted prior to 28th February 2023 or as soon as possible after this date and before the closing date of Thursday 6th April 2023.**
- Your application will be processed as quickly as possible.
- A new balance statement will be emailed to you requesting the balance to be paid in full before the end of Term 1 unless an extension is requested and a payment plan application completed and returned.

IMPORTANT: Please do not make any payments to the school until we have processed your claim and emailed you a new statement.

Check List

- Is your card valid as at the 31st January 2023? (see what to do below if it is not valid)
- Have you nominated where you want the \$115 clothing allowance money to be paid?
- Have you ticked the type of Concession Card you hold?
- Have you entered the Card Number? This must be the CRN number of the Parent/Guardian **NOT THE CHILD**
- Have you entered the Card Start Date?
- Have you entered the Card Expiry Date?
- Has the Cardholder Signed the Claim Form?
- ONLY enter your Bank Account Details if you have ticked clothing allowance to Parent/Guardian.

What To Do If Your Card Expires Before 31st Jan 2023

Send an email to janine.jenkins@education.wa.edu.au advising you are waiting for your new card so we can place a note on your file. Once your new card arrives follow the process above forwarding your claim ASAP.