

INFORMATION FOR PARENT/GUARDIAN

1. Complete the form to the best of your knowledge
2. To be eligible for conveyance allowance, the student:
 - Must be Victorian resident
 - Must be of school age
 - Must reside 4.8km or more from the school by the shortest practical route
 - Must attend the nearest appropriate school at which admission is possible.
3. A private car or private bus conveyance allowance is not available if the journey could have been made using a Department-funded school bus or public transport service.
4. Reimbursement is calculated on the basis of the one-way distance travelled.
5. Distance is measured by the shortest practicable route between the student's place of residence and their school.
6. The residential address should be based on the Rural Road Numbering System. Mailbox and PO Box addresses cannot be used. You can use Bing Maps as a reference: <http://www.bing.com/maps/>.
7. Each additional student travelling in a Private Car will attract the 'additional student' rate.
8. Before completing this form please read the information about the Conveyance Allowance Program at <http://www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx>.

| | | | |
|--------------|----------------------|----------|-----------------------------------|
| School Name: | BALLARAT HIGH SCHOOL | Address: | 1726 Sturt St, Lake Gardens, 3350 |
|--------------|----------------------|----------|-----------------------------------|

A STUDENT DETAILS (Please circle or print clearly)

| | | | |
|-----------------|------------|----------------|------------------------|
| Student ID: | (If known) | Student VSN: | (If known) |
| First Name: | | Surname: | |
| Birthdate: | | Time Fraction: | Full-Time or Part-Time |
| Enrolment Date: | | Exit Date: | |
| Contact Number: | | Year Level: | |
| Address : | | | |
| Suburb: | | Postcode: | |

B STUDENT ENROLMENT DETAILS (Please circle or print clearly)

| | | | |
|--------------------------------------|-----|--------|---|
| Is the student on the PSD Program? | Yes | No | <i>Program for Students with Disabilities</i> |
| Distance from home to school: | | (km's) | <i>Must be more than 4.8km by shortest practical route See notes 4, 5 and 6 above</i> |
| Is student attending nearest school? | Yes | No | <i>If no, please provide details</i> |

C TRAVEL INFORMATION (Please circle or print clearly)

| | | | | |
|------------------------|------------------------------|-------------|-------------------|-------|
| Travel start/end date: | ___/___/2017 to ___/___/2017 | | | |
| Student claiming: | To school allowance | VET only | To school and VET | |
| Travel Mode: | Public Transport | Private Car | Private Bus | Other |

Bus Ticket Information

| | | | | | | | |
|--------------------------|--|---|--------------------------|---------|--------|-------------|--------|
| Ticket Frequency: | Daily | Weekly | Fortnightly | Monthly | Term | Half Yearly | Yearly |
| Ticket Amount: | \$ | <i>Proof of purchase must be sighted by the school (i.e. copy of receipt, ticket)</i> | | | | | |
| Service Operator/Route: | Davis Bus Lines – Ballarat Transit Service | | | | | | |
| Travel Distance – Leg 1: | | (km's) | Travel Distance – Leg 2: | | (km's) | | |

Private Car Information

| | | |
|----------------------------|-------------|------------|
| Furthermost or additional: | Furthermost | Additional |
|----------------------------|-------------|------------|

List all the other students travelling in this private car and their school. One student travelling the longest distance should be identified as the furthermost student all others as additional. Note: This student must be identified as the furthermost student on any other applications relating to this vehicle/family

| | | | | | |
|-------|--|---------|--|-------------|------------|
| Name: | | School: | | Furthermost | Additional |
| Name: | | School: | | Furthermost | Additional |
| Name: | | School: | | Furthermost | Additional |

D PARENT/GUARDIAN DETAILS (Please circle or print clearly)

| | | | |
|-----------------|--|-----------------|----------------------|
| First Name: | | Surname: | |
| Contact Number: | | Applicant Type: | Parent Guardian |
| Address : | | | |
| Suburb : | | Postcode: | |

Parent reimbursements are made in June and December, please complete the table below if you would like your payment to be made by EFT into a bank account. Alternatively a cheque will be posted to your address.

| | |
|---|----------------------------|
| ACCOUNT NAME: (eg John D Smith) | |
| FINANCIAL INSTITUTION: (eg Westpac) | |
| BRANCH ADDRESS: (eg Howitt St, Wendouree) | |
| BSB: _____ | ACCOUNT NUMBER: _____ |
| EMAIL ADDRESS for Remittance Advice: | |

E SPECIAL FACTORS

| |
|--|
| <i>Please provide details of any special circumstances</i> |
| |

F ELIGIBILITY FOR ALLOWANCE DECLARATION

| | |
|---|-------------|
| <ul style="list-style-type: none"> ✦ I declare that the information provided is true and correct ✦ I will notify the school in writing within seven days of any changed circumstances | |
| Parent/Guardian Signature: _____ | Date: _____ |
| <i>Please Note - Applications for Conveyance Allowance are subject to audit</i> | |

| | |
|----------------------------|-------------|
| Principal Signature: _____ | Date: _____ |
|----------------------------|-------------|

G SCHEDULE OF RATES: (Note: these are the maximum rates claimable per annum)

The rates for 2017 have not been published at the time of printing.

| Distance Km's | 4.8–10 | >10–15 | >15–20 | >20–25 | >25–30 | >30–35 | >35 |
|--------------------|--------|--------|--------|--------|--------|--------|-----|
| Private Car | | | | | | | |
| Private Bus | | | | | | | |
| Public Bus (Davis) | | | | | | | |