



Student Conveyance Allowance Application Public Transport Travel

School year:	
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Primary or Secondary School Students

An application on behalf of a student may be submitted if the student is:

- a Victorian resident
- school aged and enrolled (3) three or more days per week at a school; and
- attending a school/campus located outside the Melbourne metropolitan conveyance boundary

A student who meets the above requirements may be eligible if they:

- attend their nearest or designated neighbourhood government school/campus appropriate to their year level, at which admission is permissible, or
- attend their nearest appropriate non-government school/campus appropriate to their year level, at which admission is permissible, and
- reside 4.8km or more by the shortest practicable route from the campus attended

No allowance is payable if the journey to and from school could be made using a contract school bus.

Where public transport is available an allowance for private travel will not be paid.

If approved the allowance payable will be based on the least expensive public transport fares. Students who are privately transported 4.8km or more to meet public transport services may be able to claim a private car conveyance allowance as well.

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 STUDENT ATTENDS

School Name:		Campus:	
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STUDENT'S PARENT/GUARDIAN DETAILS (Please circle or print clearly)

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

STUDENT DETAILS (Please print clearly)

Student ID:	(If known)	Student VSN:	(If known)
First Name:		Surname:	
Birthdate:		FTE (time fraction):	(If known)
Enrolment Date:		Exit Date:	
Contact Number:		Year Level:	
Address :			
Suburb:		Postcode:	

STUDENT ENROLMENT DETAILS (Please circle or print clearly)

International full fee paying?	Yes	No	<i>Full fee students are not eligible</i>
Is the child severely disabled?	Yes	No	<i>Defined as physically or intellectually disabled, blind or deaf</i>
Is the student on the PSD Program?	Yes	No	<i>Program for Students with Disabilities (Govt. schools only)</i>
Provider type student attends?	School		Special setting
Estimated distance from home to closest campus:	(km's)		<i>Must be 4.8km or more by shortest practicable route SCAS tests a student's eligibility more thoroughly and consistently than in previous years. The school should inform parents about the process and indicate what will happen if the application for conveyance is not approved. Parents will be required to pay for student travel costs.</i>
Is student attending nearest campus?	Yes	No	<i>If No please provide details of below and supporting documents if available.</i>
If No please provide reason			

TRAVEL INFORMATION

Travel start date:		Travel end date:					
Student claiming:	To school allowance (Attends school only)	Off campus only (Travels to TAFE or RTO)	To school and off campus (Attends school & travels to TAFE or RTO)				
<i>The allowance payable is based on the one-way distance from home to school and/or the daily amount for off campus.</i>							
Single or Multi-mode:	Single <i>One mode of transport only</i>	Multi mode <i>(private car to meet Public Transport, or Two different public transport tickets required)</i>					
Estimated distance to Bus Stop: (Only claiming for private car to meet Government funded transport services)	<i>Must be 4.8km or more to Bus Stop</i> (km's)	Address of bus stop:					
Furthermost – First student in car or Additional student in car:	Furthermost	Additional					
Ticket Type: Eg VSP, Myki Zone 2 Pass, TSP, BSP							
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) The allowance payable will be based on the least expensive public transport fares.</i>					
Service Operator:	(If known)						
Service Route:	(If known)						
Travel Distance – Leg 1:		(km's)	Travel Distance – Leg 2:				(km's)

PARENT/GUARDIAN 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 	
Signature: Parent/Guardian	Date:
PRINCIPAL'S ENDORSEMENT	
<ul style="list-style-type: none"> ➤ I declare to the best of my knowledge the information provided is true and correct 	
Signature: Principal	Date:
Applications for Conveyance Allowance are subject to audit	