

Student Assistance Scheme Application Form

Disbursement of Funds

- 1. Families needing Financial support are required to complete this form and attached all supporting documentation for application to be reviewed for assessment.
- 2. Forms should be returned to the Principal in an envelope marked 'Confidential'.
- 3. A committee comprising the Principal, a community member and 2 other representatives will meet to distribute the funds according to needs as set out in the applications.
- 4. The identity of applications will be kept strictly confidential.
- 5. Successful applicants will be notified in writing, adjustments to the child's account will be processed and a revised statement issued.
- 6. Unsuccessful applicants will be informed accordingly.
- 7. School Contributions are not funded under this program.
- 8. All application forms together with the precise details of the Committee's decisions will be retained for the Department of Education auditors.

FAMILY DETAILS

Student's Name:	Roll Class:			
	Given Name	Surname		
Home Address:				
			Postcode:	
Parent/Guardian:				
	Given Name	Surname	Phone Number	

DETAILS OF SUPPORT REQUESTED

Item	Amount Requested	Amount Approved
School Uniform		
Subject Costs including workbooks		
School Camp		
School Excursion		
TOTAL		

PARENT/GUARDIAN DECLARATION

I declare that, to the best of my knowledge and belief, all the information in the following "SUPPORTING INFORMATION" section is true and correct.

INTRODUCTION

After some years of experience in assessing applications from parents for financial assistance, the committee has reached the conclusion that some parents do not provide enough information for their circumstances to be given proper consideration. The relative evaluation of applications from an objective viewpoint, is becoming more difficult with each succeeding year due to the increase in the numbers of families asking for assistance. The data we suggest you may wish to provide in this section is considered to be beneficial in enabling the disbursing committee to reach a balanced and reasoned decision based on common criteria.

Please note that:

• Provision of this information is NOT compulsory but it is very difficult to assess need when no evidence of family income is provided.

FAMILY DETAILS

a. Parental status

The following information may be provided: Centrelink documentation confirming any of the following: sole supporting parent/single parent in receipt of maintenance/single parent not in receipt of maintenance/two-parent family living together domestically with no regular employment incomes.)

b. Indication of family income with supporting evidence attached.

For example: annual taxable income/unemployed/unemployment benefits/welfare payments

c. Additional information

For example, social/economic factors such as sudden financial trauma, loss of a family member, drought, business failure, etc. In these instances, whilst the matter is no doubt private and the source of some distress, it would be helpful to the application if some details were given.