



2025

SECONDARY ASSISTANCE SCHEME NON-GOVERNMENT SCHOOLS

Applications close 11 April 2025

GENERAL INFORMATION

The Western Australian Government through the Department of Education provides an allowance to assist eligible families with secondary schooling costs.

Parents/guardians must apply for the Secondary Assistance Scheme (SAS) each school year (annually) – applications do not carry forward to future years.

To be eligible for the allowance the parent/guardian must hold a Services Australia (Centrelink) or Veterans' Affairs card that represents a statement of income for the family.

The allowance consists of two components:

- \$300 Clothing Allowance paid directly to the parent/guardian.
- \$235 Education Program Allowance paid directly to the school.

Application is made by the parent or guardian for student/s enrolled in Years 7–12 studying a full-time secondary course at a Western Australian non-government school.

ELIGIBILITY CRITERIA

Parent or Guardian must hold one of the following cards:

- Centrelink Health Care Card
- Centrelink Pensioner Concession Card
- Veterans' Affairs Pensioner Concession Card

Please Note: The only Veterans' Affairs Card that meets the criteria is a blue card that is issued annually and expires in December each year. This card is income means tested.

The parent/guardian must be the holder of a card that is valid sometime during first term. Students must be listed on claimant's card (except for some year 11 and 12 students, or in cases of disability/health reasons). In this instance, the school must sight both concession cards. The only exception to this is when a student holds their own health care card and has been declared independent by Centrelink (e.g. Living Away from Home), in which case a letter of confirmation from Centrelink must accompany the application. The concession card must not be expired when applying for SAS.

The allowance is paid up to and including the year the student turns 18 years of age i.e. students born in 2006 or before are ineligible in 2025.

APPLICATION FORMS

Application forms should not be altered and will only be accepted during Term 1 via your school. If completing an application via email and/or signing the application electronically, applicants must also email a copy of both sides of their concession card with the application to the school. If the form is completed prior to

the commencement of Term 1 the school must complete the enrolment confirmation section to confirm attendance (forms dated by the school prior to Term 1, 2025 will not be accepted). Please ensure you keep a copy of the signed form for school records.

Personal information collected will only be used for the purpose of managing the SAS. The Department will not disclose your personal information for any other reason.

LATE APPLICATIONS

Late applications will only be accepted in extenuating circumstances and must be accompanied with a written explanation.

Eligible interstate or overseas students who are enrolled after first term may apply for the allowance. Date of enrolment must be noted on the application.

PROCESSING OF PAYMENTS

Applicants must submit the completed form to their school. The school must check the form for accuracy, view the concession card and witness the application. Schools must post the **original application forms** to the address below for processing.

The payment of the Education Program Allowance is made directly to the school and should be deducted from the student's school account.

The Clothing Allowance will be deposited into the nominated bank account. It can take between 8 to 12 weeks to receive this payment.

If you change any of your details other than that supplied on the application form, please notify us as soon as possible on 9264 4516.

We will endeavour to have all clothing payments made to the parent/guardian by 27 June 2025.

SCHOOLS POST APPLICATIONS TO:

Financial Planning and Resourcing Directorate
Department of Education
151 Royal Street
EAST PERTH WA 6004

FURTHER INFORMATION

Parents: For queries about an application, contact your school in the first instance.

Further queries can be directed to the Allowance Coordinator
Telephone: (08) 9264 4516
Email: student.allowances@education.wa.edu.au



Department of Education

2025 SECONDARY ASSISTANCE SCHEME YEARS 7 - 12

NG

\$300 Clothing Allowance - Paid to parent
\$235 Education Program Allowance - Paid to school

APPLICATIONS CLOSE FRIDAY

11 APRIL 2025

- Valid to claim with Parent/Guardian card only. Student cannot claim with own card if living with parent(s)
Not eligible if student born in 2006 or before.
If living as an independent student, letter of proof from Centrelink must be provided.
Please complete form neatly andn block letters and retain a copy at the school.
Submit your form to your school.

SCHOOL NAME (Please use school stamp including phone number if possible)

OUR LADY OF MERCY COLLEGE

100 Leisure Drive AUSTRALIND WA 6233

CONCESSION CARD PARENT/GUARDIAN INFORMATION

Form fields for concession card information: LAST NAME, FIRST NAME, STREET ADDRESS, SUBURB, POSTCODE, CONTACT PHONE No., E-MAIL

CONCESSION CARD PARENT/GUARDIAN) DETAILS

- Centrelink Health Care Card (Family Card only NOT Student card)
Centrelink Pensioner Concession Card
Veterans' Affairs Pensioner Card (Blue card only - expires Dec 2025)

CARD No. (CRN OF PARENT/GUARDIAN): (as per Centrelink Card)

CARD START DATE: CARD EXPIRY DATE:

STUDENT DETAILS (As listed on parent concession card) INDEPENDENT STUDENT (Attach letter from Centrelink)

Table with columns: LAST NAME, FIRST NAME, DATE OF BIRTH, YEAR LEVEL

BANK ACCOUNT DETAILS OF PARENT/GUARDIAN (Payments will only be made by EFT - Please write clearly)

Name of Account Holder(s): BSB Number: (6 digits) Account Number: (up to 9 digits)

PARENT/GUARDIAN DECLARATION

- I have not claimed this allowance for any of these children at another school in Western Australia in 2025.
I authorise the Centrelink to verify my current benefit status and other pertinent details to gain this entitlement.

I DECLARE THE ABOVE TO BE TRUE AND CORRECT AND AM AWARE THAT IT IS AN OFFENCE TO PROVIDE FALSE OR MISLEADING INFORMATION.

PARENT/GUARDIAN SIGNATURE: DATE:

If you are completing this form electronically and are unable to sign this form please check this box to confirm the above information is true and correct.

If statements made in this application later prove to be false or misleading this application may be declined. Information supplied will be checked by the school.

SCHOOL WITNESS DECLARATION (Concession card and application must be sighted & witnessed at attending school by a School Officer)

I have sighted the claimant's card and confirm the details provided are correct and no other application has been submitted for students listed on this form.

Table with columns: PRINT NAME OF WITNESS, WITNESS SIGNATURE, POSITION HELD, DATE

If the form is completed and dated prior to the start of Term 1 complete the commencement confirmation below (tick box and enter current date).

I confirm that the above student(s) has/have commenced at this school in Term 1, 2025 DATE: