



## APPLICATION FOR STUDENT TRAVELLING ALLOWANCE

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE  
COMPLETING THE FORM

### 1. ELIGIBILITY

To be eligible for a Travelling Allowance:

- (i) The usual place of residence of the student must be in South Australia.
- (ii) The student must reside 5kms or more from the nearest Government school or a school bus service provided by the Department for Education and regularly attend an approved school.

### 2. TYPES OF ALLOWANCE

- (i) **Public Passenger Transport Grant:** payable in advance on a per child basis in the form of an annual grant. **A separate application is to be submitted for each student.**
- (ii) **Private Bus Fare Allowance:** reimbursement is on a per child basis of travel costs incurred on licensed private bus services and claimable at the end of each school term. **A separate application is to be submitted for each student.**
- (iii) **Car Allowance:** payable on a per car family basis at a prescribed day rate and claimable at the end of each school term. **A new application must be submitted as additional children in a family commence school** and details of each child being conveyed at that time must also be re-stated on the new / revised Application Form.

### 3. GENERAL INSTRUCTIONS

- (i) **BLOCK LETTERS must be used in completing the application.**
- (ii) The application must not be submitted until a student is in attendance at the school for which the allowance is sought.
- (iii) **Failure to complete all details will result in the application being returned.**
- (iv) On the back of this application a plan must be drawn showing:
  - (a) the location of the dwelling of the student
  - (b) the shortest, most practicable route to the nearest Government school or bus route provided by the Department.
  - (c) the shortest, most practicable route to the school attended
  - (d) the shortest most practicable route to the nearest Department provided bus service to the school attended.

If the dwelling is in a Town or City a street plan must be provided showing the exact location of the home and details of surrounding streets and roads.
- (v) If it is considered necessary to provide additional information in support of the application (ie if student is bypassing nearest government school, etc), please attach a written statement. Any additional information will receive due consideration in accordance with School Transport Policy criteria.
- (vi) **The application may be used to apply for more than one type of allowance, per child, if appropriate.**
- (vii) The completed application must be forwarded to the Principal of the school that the student attends. The Principal should sign the application, then forward it to the **Transport Services Unit, Department for Education, GPO Box 1152 Street, Adelaide 5001 or Courier R11/14; [education.transportservices@sa.gov.au](mailto:education.transportservices@sa.gov.au)**. In the case of a Car Allowance, if the students attend different schools, the Principals of both schools must certify the application.
- (viii) **This application is not a claim for payment.** If the application is approved an Approval Advice will be issued advising what action is required to make a claim for payment.
- (ix) Except for the year of application, retrospective approval will not be granted.

### 1. APPLICANT DETAILS (to be completed by Parent / Guardian)

MARK  ONE BOX     Mr     Mrs     Miss     Ms

Family Name  Preferred Given Name

Postal Address

Postcode

Residential Address

Postcode

Phone no:

Email

BSB  Account No.

Financial Institution

Name on Account

### 2. TYPE OF TRAVELLING ALLOWANCE SOUGHT

Please mark  the appropriate box below to indicate the type of allowance you are seeking.

- Public Passenger Transport Grant  ⇒ Complete Section 3 **and** 6 only
- Private Bus Fare Allowance  ⇒ Complete Section 3 **and** 6 only
- Car Allowance  ⇒ Complete Section 5 **and** 6 only

### 3. STUDENT DETAILS

Family Name  Given Name  Date of Birth

Address Where Student Lives

Postcode

(If identical to Applicant's residential address, print 'AS ABOVE')

Name of School Attending  Year Level

Date from which Allowance is Sought

What is the distance from the student's home to the school attended or the nearest Department provided Bus Service, whichever is the shorter?  kms

If the student is **not** attending the nearest Government School, please state reasons below. (If insufficient space, please attach a separate letter).

### 4. PRIVATE BUS DETAILS (A separate application is required for each student)

Name of Bus Company  Fare \$  per day/week/month

Bus Route Name

**5. CAR ALLOWANCE DETAILS (All students in the family who are conveyed by car must be listed)**

Name of Student		Date of Birth	Name of School Attending	Year Level	Distance from student's home to school attended or nearest Department school bus route, whichever is shorter	Date from which allowance is sought		
Surname	First Name							
					kms			
					kms			
					kms			
					kms			

Complete the following section only if the residential address of the student/s listed above differs from the Applicant's residential address.

Surname	First Name	Student's Residential Address

If the Student/s is/are not attending the nearest Government School, please state reasons below. (If insufficient space, please attach a separate letter.)


**6. APPLICANT DECLARATION**

I certify that the information contained in this application is correct and I undertake to advise the Principal immediately if the student/s leaves school, changes school or changes address.

/ /

Signature of Applicant

**7. PRINCIPAL DECLARATION**

I certify that the details contained in this application are correct, that the student/s is/are attending school and has/have been attending from the date from which the application is sought.

/ /

Signature of Principal, Primary School

/ /

Signature of Principal, Secondary/Area School

**OFFICE USE ONLY**

Previous Approval Check		Previous Approval No. (Init.) if applicable		Distance Check (Init.)		Private Bus Fare Check (Init.)		
APPROVAL DETAILS							NON APPROVAL	
		Trans Adelaide	Private Bus	Bicycle	Car		Equivalent	Reason
Distance								
Rate								
Period	From							
	To							
Approval No.								
Applicant Advised								
Principal Advised							Principal Advised	
Accounts Advised							Applicant Advised	

**PLAN**

In the space below please draw a plan in accordance with the instructions given in Note 3 (iv) of the instruction on page 1. Where applicable, please name the County, Hundred, Section number of your dwelling and the numbers of adjoining Sections.

A large empty rectangular box for drawing a plan. On the left side of the box, there is a vertical line with an arrow pointing upwards, and the letter 'N' is written below it, indicating North.