

# 2019 SCHOOL CARD SCHEME PROCEDURES FOR NON-GOVERNMENT SCHOOLS

*This procedure is mandatory for all Non-Government schools.*

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## IMPORTANT INFORMATION:

- Individual non-government schools are responsible for determining the value of any financial assistance to be provided to parents and how this will be administered. The financial assistance arrangement is therefore managed between the non-government school and the parent.
- In order to assist non-government schools in determining eligibility for fee relief, the Department will continue to undertake eligibility assessments for parents thereby providing an objective and externally-assessed measure for schools. Whether individual non-government schools or sectors choose to continue to use this measure is a decision for each school.
- This document provides details of the School Card assessment processes.
- Eligibility criteria for the 2019 School Card Scheme is based on whether the applicant's combined family gross income is within the School Card income limits. Eligibility is not dependent on any member of the family receiving any Centrelink benefits or Family Tax benefits.
- Included with each application form is a fact sheet that assists the applicant in completing the form. Please ensure that you parents are provided with both the relevant fact sheet and the corresponding application form.
- Applications sent directly to the School Card Section for assessment will be returned to the applicant if the required information is not attached and/or the application has not been completed in full.
- Care must be taken to ensure that the applicant and applicant's partner (where applicable) have completed all the required sections and have signed the appropriate form.
- School Card application forms are available from <http://www.sa.gov.au/topics/education-skills-and-learning/financial-help-scholarships-and-grants/school-card-scheme>

## REMINDER

Applicants who apply for School Card assistance via an ED003A - Income Audit application form are able to apply via an online application form. The online application form is available at [www.sa.gov.au](http://www.sa.gov.au) under the heading Education, Skills and Learning.

By completing the ED003A application form online, the application form will be emailed directly to the school(s) where the child(ren) attend, i.e. where two children attend different schools both sites will receive a copy of the application form. Note: the application form will be sent to the school(s) generic admin email address.

Schools are encouraged to notify their parents of the availability of the online application form.

## 1. PROCEDURES

The following procedures incorporate the processes and relevant information associated with the School Card Instruction and are for use by non-government schools and Department for Education officers. Specific fact sheets accompany each of the various forms for use by applicants.

The procedures include specific sections for the various categories of applicant (e.g. low income, hardship, change of circumstances, independent youth allowance, self-employed, veterans, migrants, foster children and adult re-entry students).

## 2. ELIGIBILITY CRITERIA

The Department for Education administers the School Card Scheme, including the process for verifying declared income.

School Card eligibility is based on the applicant being liable for the student(s) school fees.

Liability for the Charge is determined as follows:

- a) If the student is not an adult, the parents/caregivers of the student are jointly and severally liable, therefore where both parents have been invoiced, both parent's income will be assessed when applying for School Card.
- b) If the student is an adult (an adult is someone who has attained 18 years of age):
  - i. In the case of a student who is a dependant (living at home) the parent/s are jointly and severally liable for the charge and where both parents have been invoiced, the parents are eligible to apply for School Card.
  - ii. In any other case the student is liable for the charge and therefore will have been invoiced, the student is eligible to apply for School Card; or
- c) If the parents are separated:
  - i. with both parents receiving a copy of a tax invoice in both their names, either parent is eligible to apply for School Card.
  - ii. with only one parent receiving a tax invoice in their name, only that parent is eligible to apply for School Card.

Eligibility is dependent upon applicants combined family gross income for the 2017/2018 financial year being within the following School Card income limits.

**Please Note:** For 2019, the eligibility School Card income limits for Catholic and Independent Non-Government schools are different.

Income limits for Catholic schools:

Number of Dependent Children	Gross Annual School Card Income Limit	Gross Weekly School Card Income Limit
1	\$59,432	\$1,143
2	\$60,493	\$1,164
3	\$61,554	\$1,185
4	\$62,615	\$1,206
5	\$63,676	\$1,227
Each additional dependent child	\$1,061	\$21

Income limits for Independent schools:

Number of Dependent Children	Gross Annual School Card Income Limit	Gross Weekly School Card Income Limit
1	\$38,892	\$748
2	\$39,953	\$769
3	\$41,014	\$790
4	\$42,075	\$811
5	\$43,136	\$832
Each additional dependent child	\$1,061	\$21

*Combined gross family income* for both partners if partnered at 30 June 2018 **includes**:

- Gross salaries, wages and allowances from an employer(s)
- Taxable Centrelink pensions, benefits, allowances
- Non-taxable or tax-exempt pensions, benefits, allowances (e.g. Disability Support Pension, Carers Pension)
- Gross interest and dividends
- Benefits from the Department of Veteran's Affairs
- Supplementary income as identified in the supplementary tax return
- Fringe benefits (eg provision of a car, entertainment expenses)
- Foreign income including pensions and employment
- Business/Partnership income from self-employment (includes depreciation)

*Combined gross family income* **does not include** any amounts received for

- Family Tax Benefits Parts A and B
- Child maintenance payments
- TPI component of Veterans Affairs benefits
- Carer Allowance

### 3. APPLICATION PROCESS

Applicants (parents, caregivers or students from 18 years of age) wishing to be assessed for School Card eligibility are to submit one of the completed School Card application forms as listed below. The Department will process the applicable forms (as outlined in section 4 of this document and will liaise directly with the applicant and the school where applicable).

Category	Form	Submit to
All applicants who are liable for each student's school fees and who are not self-employed. <b>Note: This includes applicants where a student is over the age of 16 years.</b>	ED003A	Where a hard copy form is used a separate form is to be provided to each school.  Where an online form is used, the single form is emailed to all school(s) listed on the submitted form.
Where a student is in receipt of Independent Youth Allowance (living away from home) 28 <sup>th</sup> February 2019.	ED003Y	Student/s school
Where the applicant(s) is over the School Card limits but has experienced hardship in the 2017/2018 financial year.	ED003B	School Card Section (with supporting financial documentation)

Where the applicant(s) has had a change of financial circumstances during the 2017/2018 financial year or up to and including 28 <sup>th</sup> February 2019.	ED003B	School Card Section (with supporting financial documentation)
Where the applicant(s) is self-employed.	ED003B	School Card Section (with supporting financial documentation)
Where the applicant(s) is in receipt of Veteran's Affairs benefits.	ED003V	School Card Section (with supporting financial documentation)
Where one or more students are under the guardianship of the Minister or have come into the applicant's care through an informal or formal agreement as at 28 <sup>th</sup> February 2019.  Where the child/children are being cared for by a Grandparent(s) as at 28 <sup>th</sup> February 2019.	ED003F	School Card Section (with supporting documentation) Only foster students should be included on the ED003F. Other students in the family should be entered on the form applicable to their circumstances.
Where the applicant(s) has arrived in Australia or has been released from a Detention Centre since 1 July 2017.	ED003M	School Card Section

## 4. FORMS

### 4.1 ED003A – Income Audit

Applicants must complete a Form A – Income Audit application form where the applicant:

- is liable for the student's school fees
- has a gross income for the 2017/2018 financial year under the School Card income limits
- is not self-employed.

Applicant(s) should not complete an ED003A form if they:

- have a combined family income over the School Card income limits
- are over the School Card income limits and experienced hardship due to unexpected and/or extraordinary expenses that occurred in the 2017/2018 financial year
- have had a change in circumstances in the 2017/2018 financial year or during the period 1 July 2018 to 28 February 2019
- were self-employed for the 2017/2018 financial year
- are on Independent Youth Allowance (living away from home) as at 28 February 2019
- are migrants who arrived in Australia after 1 July 2017
- are in receipt of a Veterans Affairs payment
- are applying for a child in their care as a result of a formal or informal agreement
- are applying for a child under Guardianship of the Minister
- are an adult re-entry student.

**NOTE:** A copy of the ED003A form must be held at each school where the child/children attend for audit purposes. Schools must ensure that the applicant(s) complete the form correctly and that both applicants (where applicable) sign the application form. As Centrelink may request an audit of the application form(s), schools must keep either copies of the manual form or store copies of the electronic forms for a minimum of 7 years.

#### **4.2 ED003Y – Students in Receipt of Independent Youth Allowance**

A student is in receipt of Independent Youth Allowance (living away from home) and therefore lives independently from their parents prior to 28<sup>th</sup> February 2019 must apply for School Card by completing an ED003Y form.

This form must be submitted to the school and held on site. Centrelink may request an audit of these application forms.

In completing the form, the student must use his/her own CRN as both the applicant and student CRN. The School Card Section will seek verification of the receipt of this benefit as at **28 February 2019** from Centrelink.

#### **4.3 ED003B – Hardship**

Where the applicant(s) are over the School Card limits but have experienced hardship in the 2016/2017 financial year which has resulted in the family's average weekly gross income being within the School Card income limits based on the number of dependent children, the applicant can apply on hardship grounds using an ED003B Form.

Assessment under hardship involves deducting any expenses from the family's gross income which is considered either extraordinary or unavoidable during the 2017/2018 financial year.

*Extraordinary and unavoidable expenses include* the following:

- Medical and/or dental expenses (actual cost after insurance, Health Fund or Medicare claims have been deducted)
- Expense for caring for a person with a disability including cost of respite care
- Travel and accommodation expenses incurred by families for ongoing medical treatment
- Other expenses of an extraordinary or unavoidable nature (e.g. funeral expenses)

*Extraordinary and unavoidable expenses do not include* the following:

- Mortgage/rent
- School fees and other educational expenses
- Motor vehicle expenses
- Child support/maintenance expenses
- General living expenses (including food, clothing, recreation, repairs, local government rates and taxes, power and telephone)
- Financial services expenses (eg hire purchase repayments)
- One-off expenses for replacement of household items (eg refrigerator, hot water service, washing machine)
- Private health insurance premiums
- Loss from business ventures or investments where primary source of income is from salary/wages

Applicants applying with an ED003B Form must forward to the School Card Section a copy of the applicant and applicant's partner (where applicable) 2017/2018 full individual tax return and details (including copies of receipts) of the extraordinary and unavoidable expenses which occurred during the 2017/2018 financial year. The ED003B form must be used and all the students in that family, irrespective of whether they attend different schools must be included on that one form.

#### **4.4 ED003B – Change in Circumstances**

Applicants can apply under change of financial circumstances where they have experienced a significant change during the 2017/2018 financial year or during the period **1 July 2018 to 28**

**February 2019** inclusive, which has resulted in the family's average weekly gross income being within the School Card income limits based on the number of dependent children.

A significant change of circumstances will include:

- ceasing employment
- a reduction in the number of hours employed
- a change of marital/family circumstances
- a child/children coming into your care

Applicants applying with an ED003B Form must forward to the School Card Section documentation detailing the change in financial circumstances. In addition, the applicant must provide proof of the family's gross weekly income from 1 July 2018 (or the date the circumstances changed) to 28 February 2019 inclusive. The assessment will be determined by considering the average weekly family's gross income from 1 July 2018 (or the date the circumstances changed) to 28 February 2019. The ED003B form must be used for all the students in that family, irrespective of whether they attend different schools must be included on that one form.

#### **4.5 ED003B – Self-Employed**

If the applicant or the applicant's partner was self-employed during the 2017/2018 financial year applications for School Card must be submitted on an ED003B Form. The application form must have attached the following information for both the applicant **and his/her partner** (if applicable) for the 2017/2018 financial year:

- Full and complete individual Income Taxation Return(s) (not the Notice of Assessment).
- Business/Partnership taxation return(s) (not the Notice of Assessment).
- A Business/Partnership Profit and Loss Statement(s)
- A Business/Partnership depreciation schedule
- A Centrelink PAYG payment summary showing any non-taxable Centrelink income received

The declaration on the form that the family's gross income for the 2017/2018 financial year is within the School Card income limits for the number of dependent children must be signed. The ED003B form must be used and all the students in that family, irrespective of whether they attend different schools must be included on that one form.

#### **4.6 ED003V – Veterans**

Veterans applying for School Card are to submit the ED003V form to the School Card Section and attach the following documentation to enable processing:

- a completed School Card Application Form (ED003V) which has a signed declaration that the family's gross income for the 2017/2018 financial year is within the School Card income limits for the number of dependent children, **and**
- a copy of the Veterans' Affairs income advice for the 2017/2018 financial year for the applicant and partner (if partnered at 30 June 2018), **and**
- a copy of the applicant and applicant's partners (where applicable) full individual Income Tax return, **and**
- if self-employed, a copy of the business/partnership tax return(s) (not the Notice of Assessment).

#### **4.7 ED003F– Informal and Formal Care Agreement/Guardianship (previously Foster application form)**

Children under the Guardianship of the Minister or cared for through an informal or formal agreement as at 28<sup>th</sup> February 2019 are eligible for School Card where an application form ED003F has been completed.

**NOTE:** Applicants applying under these criteria are not required to provide financial information as the applications are not assessed against the School Card income limits.

If the child/children are under the guardianship of a Grandparent(s), who are in receipt of Family Assistance A or B for that child/children as at 28<sup>th</sup> February 2019 they are eligible to apply for School Card under this criteria.

Applicants applying for School Card for a child under an informal or formal agreement are to submit the following to the School Card Section for processing:

- a completed and signed School Card Application Form ED003F, **and**
- a photocopy of the relevant correspondence (e.g. from Department of Child Protection, court order document) **or**
- the student's Centrelink Card which shows 'FO' indicating they are a foster child or the applicant's Centrelink Card which lists the student(s) as a dependent.

#### **4.8 ED003M – New Arrivals/Migrants**

To be eligible for assessment for School Card as a newly arrived migrant one of the following criteria must be met:

1. migrated to Australia after 1 July 2017
2. exited a detention centre after 1 July 2017

If neither of the above criteria apply and the family is within the School Card income limits application should be made on the appropriate form which is applicable to their family's circumstances. (refer [Section 4](#))

Newly arrived migrants receiving an income (salary or benefits) are to submit the following to the School Card Section:

- a completed and signed School Card Application Form ED003M, **and**
- a copy of their Visa.

Newly arrived migrants not in receipt of an income (salary or benefits), who are supported by a sponsor family, must submit the following information to the School Card Section:

- a completed and signed School Card Application Form ED003M, and
- a copy of the newly arrived migrant's Visa, and
- a copy of the sponsor's Full 2017/2018 Taxation Return, and
- Centrelink PAYG Payment Summary showing a taxable and / or non-taxable income (where applicable) for the 2017/2018 financial year, and
- A copy of the school fee invoice.

### **5. VERIFICATION OF INCOME**

This section outlines minimum requirements for schools to enable the Department to undertake the process of assessing requests for School Card. The Department's processes assume that processes previously performed by non-government schools will continue under new arrangements outlined herein.

### **5.1 ED003A (both the hard copy and online form) and ED003Y FORMS**

For applicants applying using an ED003A or ED003Y form the process for verification of income is as follows:

- The school accurately enters details from the ED003A or ED003Y Form into the 2019 Non-Government Schools Applicant Data Spreadsheet.
- The school must complete the 'applicant address update' file with the applicant's most recent address.
- The applicant and applicant's partner (if applicable) record the CRN and family name of the cardholder and partner on the ED003A or ED003Y exactly as it appears on the Health Care Card, Pensioner Concession Card or Centrelink correspondence.
- The school emails the details to the School Card Section. The school can email the data and address **on the dates** outlined in the School Accounting Procedures (Refer Section 7). Data received after the cut-off dates will not be processed until the following audit date.
- The School Card Section electronically transfers the details to Centrelink for verification that the family's gross income for the 2017/2018 financial year is within the School Card income limits for the number of dependent children.
- The School Card Section will provide schools with an updated report of the outcome of the income verification following the Centrelink Audit process. This report must be reconciled with the school's School Card records.
- The School Card Section will notify applicants of their eligibility or ineligibility following the Centrelink audit process. (Application without address, we are unable to notify).

**NOTE:** Parents applying for School Card in 2019 need to notify Centrelink if they are **not** required to lodge a tax return for the 2017/2018 year.

### **5.2 ED003B, ED003M and ED003V FORMS**

For applicant(s) applying with an ED003B, ED003M or ED003V form, verification of their incomes will be assessed manually by the School Card Section. The assessment will be undertaken on the details provided by the applicant. It is therefore imperative that all information listed in each Fact Sheet is supplied.

### **5.3 ED003F FORMS**

No income assessment is required for applicants applying on an ED003F form who are eligible to apply under the informal or formal agreement/guardianship criteria specified in Section 4.7.

## **6. INTERNATIONAL STUDENTS**

International students and their dependents are not eligible for School Card.

## **7. SCHOOL ACCOUNTING PROCEDURES**

Using the completed Income Audit Application Form (ED003A) (including the online form) and Independent Youth Allowance Form (ED003Y), school officers are required to complete and forward to the School Card Section the Microsoft Excel (XLS) spreadsheet template available at <https://www.decd.sa.gov.au/department/about-department/minister-education-and-child-development-decd/non-government-schools-and-services-unit-ngssu/school-card-non-government-schools> .

**NOTE:** Data is not to be sent to the School Card Section unless all forms have been completed and signed by the applicant/ student and their partner if applicable.

To facilitate accurate and timely processing of applications, school officers are required to ensure the following:

- The data recorded in the XLS spreadsheet is **exactly** as it appears on the **ED003A** or **ED003Y** and the Centrelink Card. **Any difference will delay income verification considerably.**
- Once all data has been recorded in the XLS spreadsheet the letter 'Z' is to be recorded immediately after the last record and in the first three columns of the Centrelink Customer Reference Number field to indicate there is no more data recorded.
- Save the XLS spreadsheet for future reference.
- **Save the XLS spreadsheet again, but in a CSV format** find a file name – refer to the “2019 Data Entry Instructions for Non-Government Schools available at <https://www.decd.sa.gov.au/department/about-department/minister-education-and-child-development-decd/non-government-schools-and-services-unit-ngssu/school-card-non-government-schools> .
- Email the CSV file (**not** the XLS file) to the School Card Section [education.ngsschoolcard@sa.gov.au](mailto:education.ngsschoolcard@sa.gov.au)
- The applicant’s address must then be entered in to the ‘applicant address update’ file and forwarded by email with the above mentioned CSV file to the School Card Section. Where the address file is not forwarded the application cannot be assessed.

**NOTE:** The address file data must match the applicant’s information in the CSV file and the Centrelink Reference Number (CRN) entered into the address file must be the applicants CRN **NOT** the students.

The information submitted will be electronically uploaded into the School Card System to be forwarded to Centrelink for verification of declared income. The School Card Section will duly notify schools about the outcome of the income verification via a report(s) produced from the School Card System.

School Card information is electronically transferred to Centrelink for verification. The following are the collection dates for each term:

Term 1	15 <sup>th</sup> February 2019 , 8 <sup>th</sup> March 2019 and 5 <sup>th</sup> April 2019
Term 2	17 <sup>th</sup> May 2019 and 21 <sup>st</sup> June 2019
Term 3	2 <sup>nd</sup> August 2019 and 6 <sup>th</sup> September 2019
Term 4	25 <sup>th</sup> October 2019 and 22 <sup>nd</sup> November 2019

Any data not received by these dates will not be processed until the next available Centrelink audit.

Once a student’s details have been reported, his/her details **must not** be reported again, either from the same school or a different school. This will ensure that duplicate records are not entered into the the Department for Education School Card system.

## 8. REPORTS

After each Centrelink Audit the income verification results are loaded into the School Card system. Reports are then printed and distributed to each site listing all school card applicants for that site and each applicant's school card eligibility status.

A letter is also sent to each applicant that was assessed in the Centrelink Audit notifying them of their school card eligibility.

### 8.1 **ELIGIBILITY STATUS**

On each site's report each applicant has an eligibility status of one of the following:

- Eligible
- Not Eligible
- Mismatch
- Additional Information Required
- Awaiting Assessment
- Seeking Approval

#### **8.1.1 Eligible**

Where an applicant is listed as Eligible they are approved as eligible for School Card for 2019.

#### **8.1.2 Not Eligible**

Where an applicant is listed as Not Eligible they are not approved as eligible for School Card for 2019. If the applicant disagrees with this result and has further information to support their request they can apply for reassessment of their application (see Section 9).

#### **8.1.3 Mismatch**

If all applicant details have not been recorded correctly the application may not be able to be assessed by Centrelink, returning from the audit process as 'Mismatches'. These will appear on the up-date School Card Register report as 'Mismatch'. A mismatch report is produced and sent to sites for analysis and correction. Any corrections must be written on the mismatch report and returned to the School Card Section by the requested date.

The following are the most common reasons for mismatches:

- instead of the primary cardholder's CRN being recorded in the applicant section of the form, the student's CRN has been recorded
- the primary cardholder's CRN has been incorrectly recorded. The first nine digits must be numeric and the tenth/last character must be alpha
- the family name was not spelt exactly the same way as it appeared on the Health Care Card, Pensioner Concession Card or Centrelink correspondence
- the applicant has changed his/her family name since submitting the School Card Application Form and therefore a match could not occur for income verification purposes.

#### **8.1.4 Additional Information Required**

If an assessment of the applicant's income cannot be made this will return from the audit process as 'Additional Information Required'. Notification is sent to the applicant along with a re-assessment form and reply paid envelope requesting the form be completed and returned to the School Card Section for manual assessing within 28 days.

The following are the most common reasons for Centrelink Not Registered:

- either the applicant and/or partner were not required to lodge an Income Tax Return for the 2017/2018 financial year and have not notified Centrelink

- either the applicant and/or partner were required to lodge a tax return for the 2017/2018 financial year but have not done so.

### **8.1.5 Awaiting Assessment**

The applicant has sent an application to the School Card Section which is waiting to be assessed.

### **8.1.6 Seeking Approval**

The applicant has sent an application to the School Card Section without the required documentation. The applicant has been contacted by the School Card Section to provide further information to enable assessment of their application.

## **9. RE-ASSESSMENT OF APPLICATIONS**

An applicant applying for a re-assessment must submit a completed and signed School Card Re-assessment Application Form (ED003R) to the school or the School Card Section with a photocopy of one or more of the following (as it relates to him/her):

- A full Individual Taxation Return (not the Notice of Assessment) for the applicant and partner (if partnered at 30 June 2018),
- Centrelink PAYG Payment Summary showing a taxable and / or non-taxable income (eg Disability Support Pension, Parenting Payment, Newstart) for the applicant and partner (if partnered at 30 June 2018, Veterans Affairs' Payment Summary for the applicant and partner (if partnered at 30 June 2018), and
- Proof the student is in receipt of Youth Allowance at the Independent Rate (living away from home) as at 28<sup>th</sup> February 2019.
- Statement explaining the reason a re-assessment is being requested.
- Other documentation as applicable.

## **10. TRANSFERRING STUDENTS**

As a student can only be approved for School Card once in a calendar year, any transfer of an approved School Card student must be managed between the schools.

## **11. CLOSING DATE FOR APPLICATIONS**

To ensure the timely closure of the 2019 School Card Scheme the last date for new forms to be accepted is **22<sup>nd</sup> November 2019**. Except for extraordinary circumstances that must be demonstrated in writing and submitted to the school or posted to the School Card Section, no applications will be accepted after this date.

## 12. FURTHER INFORMATION

School Card Section contact details:

Address: School Card Section  
GPO Box 1152  
ADELAIDE SA 5001

Freecall: 1800 672 758

Website: <http://www.sa.gov.au/topics/education-skills-and-learning/financial-help-scholarships-and-grants/school-card-scheme>  
<https://www.decd.sa.gov.au/department/about-department/minister-education-and-child-development-decd/non-government-schools-and-services-unit-ngssu/school-card-non-government-schools>

**CONTACT MUST NOT BE MADE WITH CENTRELINK FOR ANY SCHOOL CARD ISSUES**