
Help parents apply for 2019 Secondary Assistance Scheme (SAS)

The aim of the Secondary Assistance Scheme (SAS) is to assist low income families with secondary schooling costs (Year 7 to 12).

It is made up of two allowances:

- The Education Program Allowance (EPA) - paid directly to the school
- The Clothing Allowance (CLA) - paid to the applicant, or the school.

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Eligibility

Applications must be submitted in Term 1.

Parent/guardian(s) who hold at least one of the following:

- Centrelink Health Care Card,
- Centrelink Pensioner Concession Card
- Veterans' Affairs Pensioner Concession Card (blue) card.

The concession card must:

- be valid for at least 4 weeks
- be valid some time during Term 1 (4 February 2019 – 12 April 2019)
- have students listed on them.

NOTE:

- If a year 11 or 12 student is not listed on the parent/guardian concession card, both the parent/guardian and student must produce their cards.

The concession card is electronic

An electronic concession card can be used to apply for SAS. You validate the information the same way that you do for a physical concession card.

To view the signature, rotate the phone 180 degrees.

If your school policy is to retain a copy of the card, the parent can email the concession card from their phone to your school email address for you to print and hold with the application form.

Students must be:

- enrolled in a Western Australian public school
- in years 7 to 12.

NOTE:

- Students are not eligible if they are born in the year 2000 or before.

A grandparent must:

- be the primary caregiver of the child/children
- be the recognised guardian(s)
- have the student listed on their concession card.

Independent students must:

- attach a letter of confirmation or statement from Centrelink (which specifically has the word "independent" stated) to the application

- hold a concession card that is valid for at least four weeks and some time within Term 1 (4 February 2019 - 12 April 2019).

Verify the application

Applications and concession cards must be verified by a school officer and the application officially witnessed.

When a parent/guardian cannot physically attend school to complete an application, a certifying witness^[1] can be used.

Take copies of the original concession card document that has been certified as a true copy by an approved certifying witnessing officer.

Send both the application and the certified copy of the concession card to School Funding - Financial Planning and Resourcing.

Submit your form

You can submit the form using the online system or by sending us a the original form.

The school officer needs to witness the signing of the printed application.

If submitting an online application, the school must keep the original signed application form for audit purposes.

If submitting the original form, schools:

- keep a photocopy of the form
- send the original form to "School Funding - Financial Planning and Resourcing".

Submitting the form online:

- ensures delivery of the application(s)
- allows it to be processed faster, which means more applications are paid in the April gateway
- allows us to provide you a confirmed payment schedule
- means auto-receipting in RM Billing will reduce your workload.

I need an interpreter to fill in the form

An on-site or phone interpreter is available^[2] for parents when English is not their first

language.

The concession card is electronic

An electronic concession card can be used to apply for SAS. You must still validate the information, the same as for the physical concession card.

To view the signature, rotate the phone 180 degrees.

If your school policy is to retain a copy of the card, the parent can email the concession card from their phone to your school email address for you to print and hold with the application form.

ABSTUDY Supplement Allowance

Parent/guardian(s) who receive Centrelink ABSTUDY can only apply for the ABSTUDY Supplement Allowance.

NOTE:

- Centrelink ABSTUDY payments are also for schooling expenses, so applications for both SAS and Centrelink ABSTUDY are not permitted.

To ensure no student or family is financially disadvantaged, the SAS/ABSTUDY Supplement Allowance payment of \$79.00 is available. This ensures students receive a total of \$235.00, regardless of whether the application is for SAS or ABSTUDY Supplement Allowance (ASA).

Student Type	EPA Payment Amount	ASA Payment Amount	Centrelink ABSTUDY Payment Amount	Total Payment Received by School
Student 1 – SAS application	\$235.00	Nil	Nil	\$235.00
Student 2 – ASA application	Nil	\$79.00	\$156.00	\$235.00

Allowance Payment Table

When a SAS claim has been paid and subsequently, Centrelink ABSTUDY funds are received, you need to email [Student Allowances](#) ^[3] with the parent's name, concession card number and the student name.

We will email you instructions on how to return funds.

Your payment details

	Education Program Allowance	Clothing Allowance
Public schools	\$235	\$115
ABSTUDY Supplement Allowance	\$79	-
Home education	\$235	\$115
Non-government (private) schools	\$235	\$115

Payment Amounts

Payment dates

Applications received before 5 April 2019 will be paid to the school in the April gateway. Those received later will be paid in the June gateway.

Clothing Allowance payments will be paid to parents:

- within 5 working days of the online file receipts being received from a school
- within 8 to 12 weeks of the original application receipt.

All clothing payments for applications received in Term 1 are expected to be made to the parent/guardian by 31 May 2019.

Dates to remember

Monday, 4 February 2019	Term 1 commences, SAS applications can be processed and forwarded to Financial Planning and Resourcing – School Funding.
Friday, 12 April 2019	Term 1 closes, last date to accept SAS applications at school.
April 2019 Gateway	Education Program Allowance (and Clothing Allowance if nominated by parent to pay school) paid.
June 2019 Gateway	Any applications not processed and paid in the April Gateway are paid.
October/November 2019	SAS information released for 2020 school year.

Key Dates

Late applications

Late applications can only be accepted under extenuating circumstances.

It must be submitted with a written letter from either the parent or the school.

If accepted, the late application is still bound by the eligibility criteria.

Families arriving from outside of Western Australia

Families arriving from outside of WA after Term 1 can apply.

The CLA payment will be made in full.

The EPA will be pro-rata at \$58.75 per term enrolled.

For families arriving from interstate, the concession card must still be valid some time within Term 1.

For families arriving from overseas:

- The application must be made within one month of enrolling at your school
- The concession card must be current at the time of application.

2019 SAS guidelines, application forms and promotional posters are available in the Related Resources on this page.

Contact information

Allowances Coordinator

Telephone

Customer Services: [9264 4516](tel:92644516)^[4]

Internet

[Email](#)^[5]

Street

Department of Education

151 Royal Street

EAST PERTH WA 6004

Related resources

- [Student Allowances Guidelines 2019](#) ^[6]
- [2019 SAS Public School G - Application form](#) ^[7]
- [2019 SAS Public School ASA application form](#) ^[8]
- [2019 SAS ADVERT POSTER - A4](#) ^[9]
- [2019 SAS ADVERT POSTER - A3](#) ^[10]
- [RM Billing - Training Guide 2019 \(Guidelines for SAS Processing including Export and Import\)](#) ^[11]
- [2019 SAS Home Schooling application form](#) ^[12]

Referenced links

1. <https://ikon.education.wa.edu.au/ed/61b31e>
2. <https://ikon.education.wa.edu.au/ed/cbb980>
3. <mailto:student.allowances@education.wa.edu.au?subject=Centrelink%20ABSTUDY%20return%20of%20funds%20required>
4. tel:9264 4516
5. <mailto:student.allowances@education.wa.edu.au>
6. <https://apps.det.wa.edu.au/docserver/?key=Th8Lm8qSGd1dUQ5j98n4k7>

7. <https://apps.det.wa.edu.au/docserver/?key=Uf9qUJRUIWiyvjdSrjrJqY>
8. <https://apps.det.wa.edu.au/docserver/?key=5FDUTxjueJTgEa3Cz9i56x>
9. <https://apps.det.wa.edu.au/docserver/?key=RE2VSgWSA3qxdTxVs5AxyK>
10. <https://apps.det.wa.edu.au/docserver/?key=CeP8biGWJC2toL6fw2yctr>
11. <https://apps.det.wa.edu.au/docserver/?key=7ApXktSBWbxzbKNNQ5HF9G>
12. <https://apps.det.wa.edu.au/docserver/?key=TBdTGvXgpFqec3udtnjqkB>