

NSW DEPARTMENT OF EDUCATION AND TRAINING
LIVING AWAY FROM HOME ALLOWANCE
2009 INFORMATION AND APPLICATION FORM

ABOUT THE ALLOWANCE

The **Living Away from Home Allowance** provides assistance to families who must board their children away from home to obtain secondary education and who meet the criteria for the allowance.

Please use this form if you wish to claim the allowance for a secondary student (NSW Yrs 7 - 12) who is required to live away from home to attend either a government secondary school or a religious denominational non-government school and you meet the criteria set out on the following pages.

ENTITLEMENT

The Living Away From Home Allowance has been set at \$1,227 for the 2009 school year. In addition, an allowance of \$288 is payable to all Year 11 and 12 students receiving the basic allowance who are geographically isolated (i.e. who reside more than 48km from the nearest government secondary school). The allowance can be paid to the parent/carer or the school.

RENEWAL OF APPLICATION

Where there is no change to any of the circumstances given in the original application, there is no need for the family to renew the application, unless specifically requested to do so by the Department of Education and Training. Family income will be reviewed when the student enters year 9 and again in year 11.

The Rural and Distance Education Unit in Bathurst must be notified within 14 days of any changes in family circumstances from those given in this application. Failure to do this may cause the cancellation of the allowance. Notification should be in writing to:

Rural & Distance Education
PO Box 717
Bathurst NSW 2795

APPLICATION FOR ALLOWANCE

The form should be completed and forwarded to:

Living Away From Home Allowance
Rural & Distance Education
PO Box 717
BATHURST NSW 2795

For assistance contact: (02) 6334 8075

The allowance, if approved, is effective from the commencement of the year in which the application is received and is paid in two equal instalments – one in the first semester and one in the second semester of the year. Applications received after 30 June 2009 and before 30 September 2009 will receive the second semester payment only.

PRE-CONDITIONS FOR ELIGIBILITY

For a student to be eligible for this allowance, the following are **essential**:

1. The student's home must be in NSW
 - The student's primary carer must be a permanent resident of NSW.
2. The student must be living away from home to attend an appropriate secondary school in NSW, QLD, SA, VIC, or the ACT
 - This provision allows students who live close to a state border to attend a school in an adjoining state.
3. The student must be following a normal secondary course of study.
 - This can be at a government school or a registered non-government school.
 - The student's primary carer must verify enrolment with the nominated school before applying for the allowance.

ELIGIBILITY CRITERIA

The basic criteria relate to income and distance. There is also provision for other circumstances to be considered where relevant. A summary is provided below. You will be asked to provide detailed information in later sections of the form.

1. Income (Section 1 of the Application Form)

- To qualify in 2009, the family's adjusted income for the 2007/2008 financial year must not exceed \$52,548. An example of how to calculate your adjusted family income is given on p4.
- Taxation assessment notices or equivalent documentation for income from the 2007/2008 tax year *must* accompany the application.

All applicants must complete Section 1.

2. Distance (Section 2)

There are three different ways in which applicants may qualify on distance grounds.

These are:

2.1 Distance to the nearest government secondary school

- The distance between the student's home and his or her nearest government secondary school is in excess of 48 kilometres by road each way or the travelling time required from the transport pick up point to the school exceeds one and one half hours each way.

2.2 Distance to a school of preferred religious denomination

- The distance between the student's home and his or her nearest secondary school of preferred religion is in excess of 48 kilometres by road each way or the travelling time required from the transport pick up point to the school exceeds one and one half hours each way. This school is to be of a specific religious denomination, not a non-denominational secondary school.

2.3 Distance from a government secondary school that offers Agriculture

- The student is attending an agricultural high school specifically to study Agriculture at School Certificate or Higher School Certificate level. The student's residence must be more than 48 kilometres from a government secondary school that offers Agriculture as a School Certificate and/or a Higher School Certificate subject..

3. Other Circumstances (Section 3)

Applicants who satisfy the pre-conditions and whose income is below the cut-off point may be eligible if any of the following apply. Distance will **not** be taken into consideration.

3.1 One-parent family

- The student is from a one-parent family and the parent is required to work and so cannot provide adequate supervision of the student before and after school hours.
- To support your application, a Statutory Declaration is to be attached setting out why supervision cannot be arranged and that the parent is not in any other relationship. The parent must notify the Department of any changes to relationships.

3.2 Medical

- It is established that it is essential to the management of the student's medical condition that he or she lives away from home.
- You will need to attach a letter or certificate from a relevant medical practitioner stating that this is the case, and the period of time that the student will need to be away from home.

3.3 Impassable roads

- It is very likely that the student will not have reasonable access to an appropriate government school or preferred denominational school on at least 20 days of the school year because of impassable roads (refers to public roads only).
- Applications on this basis must be supported by documented evidence (e.g., from the local council).

3.4 Change of place of residence when student is in Year 12

- The parents change their place of residence when the student is in Year 12 and it is considered undesirable that the student change schools during the year.
- It is a condition of the Allowance that the Department of Education and Training's Rural and Distance Education Unit is advised of any change in the student's place of residence during any school year.

PRIVACY STATEMENT

The personal information provided on this form entitled *Living Away from Home Allowance 2009 Information and Application Form* is being collected for the purpose of processing applications for the NSW Secondary Students Living Away from Home Allowance to support students required to board to attend an appropriate secondary school in 2009. It will be used by staff of the Department of Education and Training for matters relating to the processing of applications. While the provision of this information is voluntary, if you do not provide all or any of this information it may limit the Department's ability to give appropriate consideration to your application. This information will be stored securely. You may access or correct any personal information provided by contacting the Rural and Distance Education Unit of the Equity Programs and Distance Education Directorate.

LIVING AWAY FROM HOME ALLOWANCE (LAFHA) 2009

APPLICATION FORM

INFORMATION ABOUT THE STUDENT (all applicants to complete this section)

Please provide the following information about the student who will be living away from home.

STUDENT SURNAME _____

STUDENT GIVEN NAMES _____

STUDENT DATE OF BIRTH _____ SCHOOL ATTENDED IN 2008 _____

STUDENT'S HOME ADDRESS _____

THE NAME AND ADDRESS OF THE SCHOOL THE STUDENT WILL BE ATTENDING IN 2009:

School Name _____

Address: _____

State _____ Postcode _____

STUDENT'S BOARDING ADDRESS FOR 2009 if different from above

Please circle the school year the student is in for 2009 YEAR 7 8 9 10 11 12

Do you expect that the student will receive Assistance for Isolated Children (AIC) from Centrelink in 2009?

Yes

No

Name and address of the **nearest Government secondary school** to the student's home address:

Name of Government School _____

School Address _____

The distance by road **directly** from the student's home to the school named above is _____ kms

INFORMATION ABOUT THE STUDENT'S PARENT(S) OR CARER(S)

(all applicants to complete this section)

PARENT(S) OR CARER(S) INFORMATION

SURNAME (parent 1) _____

GIVEN NAME(s) _____

TITLE: MR. MRS. MISS. MS.

SURNAME (parent 2/partner) _____

GIVEN NAME(s) _____

TITLE: MR. MRS. MISS. MS.

RESIDENTIAL ADDRESS _____

_____ STATE _____ POSTCODE _____

POSTAL ADDRESS (if different from above) _____

_____ STATE _____ POSTCODE _____

HOME TELEPHONE NO (____)..... WORK TELEPHONE NO (____).....

What is the name of the local town/city that you most frequently visit to purchase household supplies:

Distance from your home to this town/city: _____ kms

What is the name of the road (or roads) that you would normally use to access this town/city:

Please provide your rural address number (RAN) or lot number of your property:

RAN _____ Lot No. _____

Further details which may help in determining the location of your property: e.g., map reference, attach map

SECTION 1: ESTABLISHING YOUR ELIGIBILITY ON THE INCOME CRITERIA

(all applicants to complete this section)

The Income Test: Calculating Adjusted Family Income.

In 2009 the Adjusted Family Income threshold has been set at \$52,548

Adjusted Family Income is the combined taxable income from all sources in the 2007-2008 tax year, of each person who will contribute to the maintenance and upkeep of the student in 2009, less \$1,357 for a dependant spouse and \$1,000 for each dependant child (where applicable). If you have a question about this, please check with the Allowances Officer, Rural and Distance Education, on telephone (02) 6334 8075.

Your taxable income is the figure advised in the **Notice of Assessment** issued by the **Australian Taxation Office**. The Notice of Assessment is normally attached to the tax refund cheque or is the form that advises you of any amount you owe the tax office. ***This Notice must be included with your application.***

Averaging of income, as allowed by the Australian Taxation Office is **NOT** acceptable for the calculation of adjusted family income. You must include the actual income received in the relevant financial year, prior to the deduction of a previous year's losses. Social security payments (Centrelink payments) are taxable and need to be included as income.

Separated, divorced or single parents must disclose any maintenance or child support payments received from a spouse, former spouse or other parent of the student as well as any defacto/partnership incomes.

These amounts must be included in the family income before any deductions are made.

Any other income (e.g., extraordinary circumstances payments or investment income) which are included in a tax return must be declared.

Dependant Children – Please insert details of dependant children

Surname	Given Name	DOB	School attending 2009 (If applicable)	Receiving LAFHA in 2009
				Yes, No or NA
				Yes, No or NA
				Yes, No or NA
				Yes, No or NA
				Yes, No or NA

Request for Assessment on Current Year's Income

Where particular circumstances mean that it would not be appropriate for us to consider the family's 2008 income (for example, where you know the 2009 income will be significantly lower than in 2008), you may apply on the basis of the current year's income, provided you can provide documentary evidence that supports this claim. Minimum documentation would be:

- tax assessments for the 2007/2008 financial year, plus
- a letter from your accountant stating your anticipated taxable income for 2008/2009. Please note that a student in their final year of schooling would not normally receive allowance under the current year's income provision. If you wish to use this option please tick the box below.

- I wish to be assessed on the current year's income. I understand that I will be required to repay any allowance received if my actual income for the current year exceeds the threshold.

If you have a question about this, please check with the Allowances Officer, Rural and Distance Education, by telephone on (02) 6334 8075.

The worksheet below is to be completed by all applicants

Copies of taxation documents, or any other documents that show how you have calculated the Adjusted Family Income of all categories MUST be attached to help in processing your application.

Worksheet

Taxation Notice of Assessments *must* be attached

Taxation Notice of Assessments <i>must</i> be attached	An example	For your use
<i>Taxable income from ALL sources</i>		<i>This must be completed</i>
Person 1:	\$26,554	\$
Person 2:	\$22,069	\$
Other income including any additional payments e.g., child support payments, etc:	\$ 400	\$
Total family taxable income (1).	\$49,023	\$
<i>Subtract deductions as applicable</i>		
Dependant spouse @ \$1,357	N/A	\$
Dependant child or children @ \$1,000/child	(4 children) \$4,000	\$
Total deductions (2).	\$4,000	\$
Adjusted Family Income (1 - 2)	\$45,023	\$

SELECTING THE RELEVANT CRITERIA OF ELIGIBILITY

(Complete one section only from the following menu)

The student is claiming eligibility on the following grounds (tick the one which applies):

- Distance from the nearest government secondary school (go to 2.1)
- Distance to a school of preferred religious denomination (go to 2.2)
- Study of Agriculture (go to 2.3)
- One-parent family (go to 3.1)
- Medical condition (go to 3.2)
- Impassable roads (go to 3.3)
- Change of place of residence (go to 3.4)

The criteria are set out in more detail on pages 2 and 3.

SECTION 2: ESTABLISHING YOUR ELIGIBILITY ON ONE OF THE DISTANCE CRITERIA

2.1: Distance to nearest government secondary school

I am claiming eligibility for the allowance because of distance to nearest government school named on page 4 (*tick only one*):

- The distance by road **directly** from my home to the school named on page 4 is more than 48km
Actual distance is _____ kms
- The normal time taken to travel from my home to the school named on page 4 is more than 90 minutes
Actual time taken is _____ mins

Is there a bus service from your home to the school named? YES NO

2.2: Distance to a School of Preferred Religious Denomination

Details of **nearest** secondary school of preferred religious denomination from your home:

Name of school _____

Religious denomination of this school _____

Address of school, including suburb or town _____

STATE: _____ POSTCODE: _____

Distance from your home to this school is _____ km

2.3: Study of Agriculture

Applications under this category will be considered where the student is attending a NSW government agricultural high school specifically to study Agriculture; and must be studying at least 2 Agriculture subjects. The student's residence must be more than 48 kilometres from a government secondary school that offers Agriculture as a School Certificate and/or a Higher School Certificate subject. The Rural and Distance Education Unit will verify that Agriculture is not available at the appropriate level at a local school before approving the allowance.

Name of closest government secondary school _____

Distance from your home to that school _____ kms

Names of the two Agriculture subjects the student will be studying in 2009:

SECTION 3: ESTABLISHING YOUR ELIGIBILITY ON ONE OF THE OTHER CIRCUMSTANCES CRITERIA

3.1: One-Parent Family - see page 3 for further information needed

Applications under this category will be considered where it is established that the student's sole carer is required to work and so cannot provide adequate supervision of the student before and after school hours. (No distance criteria apply.)

To support your application, a Statutory Declaration is to be attached, signed by the sole carer, setting out a) why supervision cannot be arranged; and b) that the carer is not in any current relationship.

A Statutory Declaration is attached: YES

3.2: Medical Condition

Applications under this category will be considered where it is established that it is essential to the management of the student's medical condition that he or she lives away from home. Please attach a letter or certificate from a relevant medical practitioner stating that this is the case, and the period of time that the student will need to be away from home.

Medical documentation is attached: YES

3.3: Impassable Roads

Applications under this category will be considered where the student does not have reasonable access to an appropriate government school or preferred denominational school at least 20 days of the school year because of impassable roads. (Refers to public roads only.)

Please give brief particulars of the road concerned and how you are affected by it.

Applications must be supported by documented evidence (e.g., from the local council).

Evidence is attached: YES

3.4: Change of Place of Residence

It is a condition of the Allowance that the Department is advised of any change in the student's place of residence during any school year. Applications under this category will be considered only where the student is in Yr 12 and the student's parents or carers have changed their place of residence to a location that is more than 48km from the student's current school or the student's travelling time to the current school would exceed 90 minutes each way.

To support your application, please supply the following information:

Family's residential address before the relocation: _____

Family's new residential address: _____

Date of the relocation: _____

Name of student's current school: _____

Distance from the family's new location to the student's school: _____

COMPLETION OF DOCUMENTATION

Please ensure that all relevant sections are completed fully to avoid delays in processing payment.

The following checklist is provided to assist you in completing the application

- All relevant sections are completed.
- The payment details have been completed.
- Taxation documents are attached. (Copies of taxation documents, or any other documents that show how you have calculated the Adjusted Family Income **MUST** be attached to your application).
- Additional information has been attached to support the application as necessary.
- The principal of the school the student is attending in 2009 has signed the Principal's Certification (back page) and it is attached to the application.

PARENTS' DECLARATIONS – this section must be signed by the parent/s or caregiver

- (1) I/We am/are responsible for the student's education fees and boarding fees
- (2) I/We am/are responsible for the full support of the student
- (3) I/We will inform the Rural & Distance Education Unit (PO Box 717, Bathurst) within 14 days of changes to any of the information given on this application during the period for which the allowance is approved.

In particular, the Unit must be notified of any of the following:

- the family taxable income exceeds the means tested amount
- the student transfers to another school
- the parents' place of residence changes
- the parent in a one-parent family remarries or re-partners
- a student in Year 11 or 12 who previously received the allowance based on criteria other than the isolation factor is eligible to claim the additional allowance for students who are geographically isolated.

- (4) If I/we have asked to be assessed on the current year's income, I/we undertake to repay any allowance received if actual income for the current year exceeds the estimate, and will provide taxation documentation to the Rural & Distance Education Unit every year my child is eligible for the allowance.
- (5) The information on this application is true and accurate in all respects.

Parent(s)/Carer(s) _____
Print name

Print name

Parent(s)/Carer(s) _____
Signature

Signature

Date / / 2009

NSW DEPARTMENT OF EDUCATION AND TRAINING

LIVING AWAY FROM HOME ALLOWANCE

SCHOOL PRINCIPAL CERTIFICATION

Please obtain the principal's certification of the school your child is attending in 2009 and attach it to your application before you send it in.

PRINCIPAL'S CERTIFICATION

I certify the student named below has enrolled and is attending this school in 2009 for a course of study leading to the school certificate or higher school certificate.

Student's Full Name: _____

in Year (for 2009) _____

of (student's home address) _____

State: _____

Post Code: _____

PRINCIPAL'S NAME (please print)

PRINCIPAL'S SIGNATURE

SCHOOL NAME: _____

DATE: ____/____/____