

Eligibility

The Education Maintenance Allowance is paid to parents of eligible students under 16 years of age who are enrolled a Government or non-Government School in Victoria on census day, 26 February 2010 for instalment 1 and 6 August 2010 for the second instalment.

The Education Maintenance Allowance will be paid in two instalments and to be eligible you must on the first day of 1st Term (**27 January 2010**) for the first instalment and on the first day of 3rd Term (**12 July 2010**) for the second instalment:

- (a) be an eligible beneficiary of a Centrelink pension, allowance or benefit within the meaning of the *State Concessions Act 2004*, **OR**
- (b) be a Veteran Affairs Pensioner (TPI), **OR**
- (c) be a foster parent.

AND

- (d) submit your application to the school by the date/s listed below.

Parents who receive a Carer Allowance (formerly known as Child Disability Allowance), Mobility Allowance, Remote Area Allowance or any other benefit not income tested by Centrelink are not eligible for the EMA unless they also comply with one of (a) (b) or (c) above.

Submission dates

The application form must be lodged at the school by:

- 26 February 2010** for the first instalment or
- 6 August 2010** for the second instalment.

Important information

A separate application is required for each school if you have children attending different schools. If you transfer your child, you will need to make a new application at the new school. All staff are required to treat the information that you provide as confidential.

Application forms not complying with the following instructions will be returned without being processed.

How to Complete the Application Form

NOTE: ALL SECTIONS MUST BE COMPLETED BY APPLICANT / PARENT

1. Tick the box to indicate if this application is for the first instalment or the second instalment.
2. Complete the APPLICANT / PARENT DETAILS section.

Make sure that the Surname and First Name details match those on your Centrelink card, unless you are claiming as a Foster Parent or Veterans Affairs Pensioner.

Enter the CRN Number from your Centrelink Card, unless you are claiming as a Foster Parent or Veteran Affairs Pensioner.

If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, tick the appropriate box. In this case, you will have to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner card to the school where you lodge your application.
3. Nominate your preferred payment method. Cheques will be posted to your School for distribution.
4. Where you nominate to be paid by Electronic Funds Transfer (EFT), complete the ACCOUNT DETAILS section to identify the bank or financial institution account into which you wish the payment to be deposited.
5. Complete the STUDENT/S DETAILS section for students at this school.

Enter SURNAME AND FIRST NAMES in full.
Enter the DATE OF BIRTH e.g. 15/09/1993.
Enter the YEAR LEVEL, unless the student is ungraded, e.g. attending a Special School or Language Centre, then enter 'UNGRADED' in the YEAR LEVEL column.
6. Sign and date the form and return it to the school office.

LATE APPLICATIONS CANNOT BE PROCESSED

Queries relating to eligibility and payments of the EMA should be directed to your school.